Premium Billing and Reconciliation Web Billing Training Manual

Personnel Cabinet
Department for Employee Insurance
Financial Management Branch

PREMIUM BILLING & RECONCILIATION WEB BILLING

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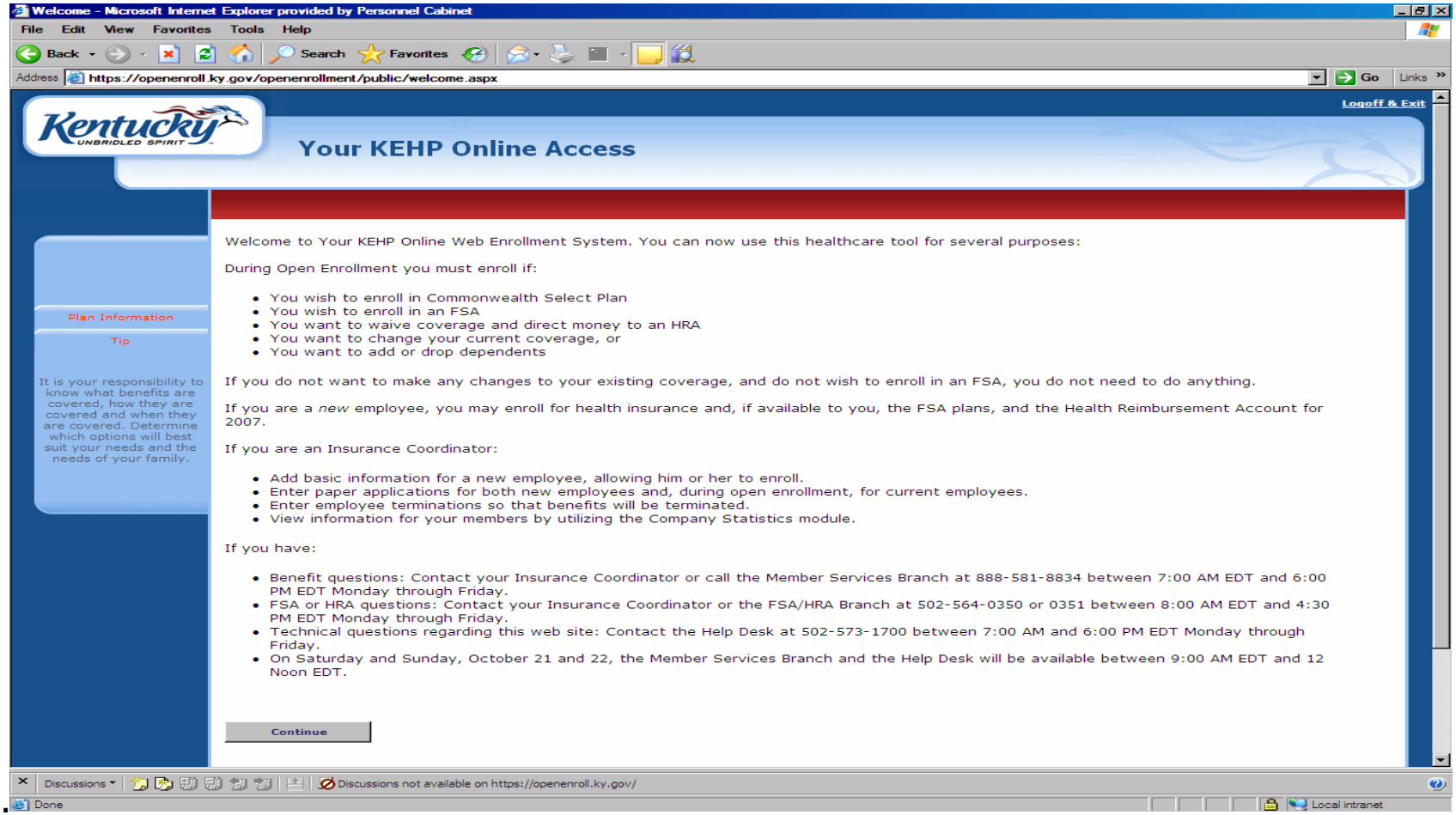
Logging On

Access your Internet connection.

Enter https://openenroll.ky.gov to access the Web Billing.



Select continue.

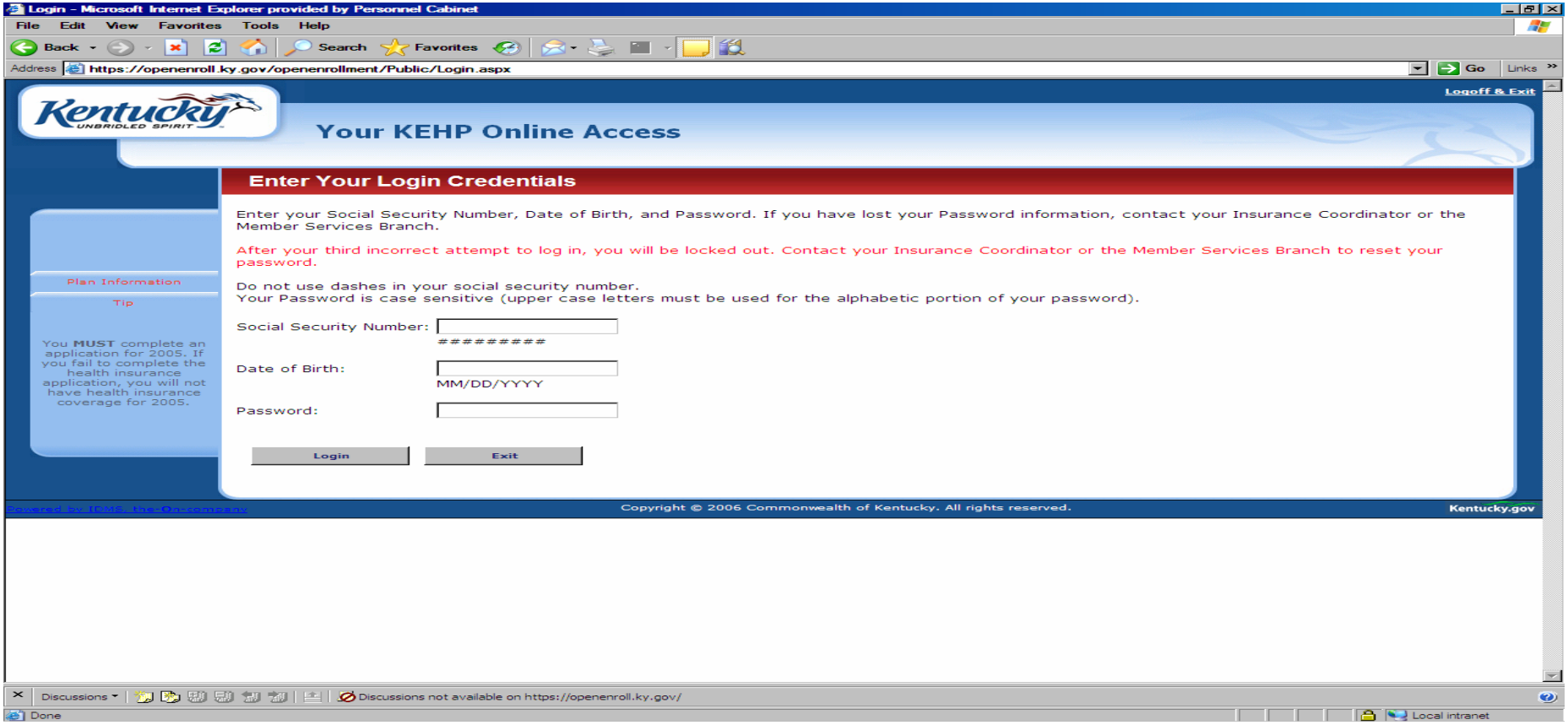
ENTER YOUR LOGIN CREDENTIALS

ENTER THE FOLLOWING INFORMATION:

9 Digit Social Security Number

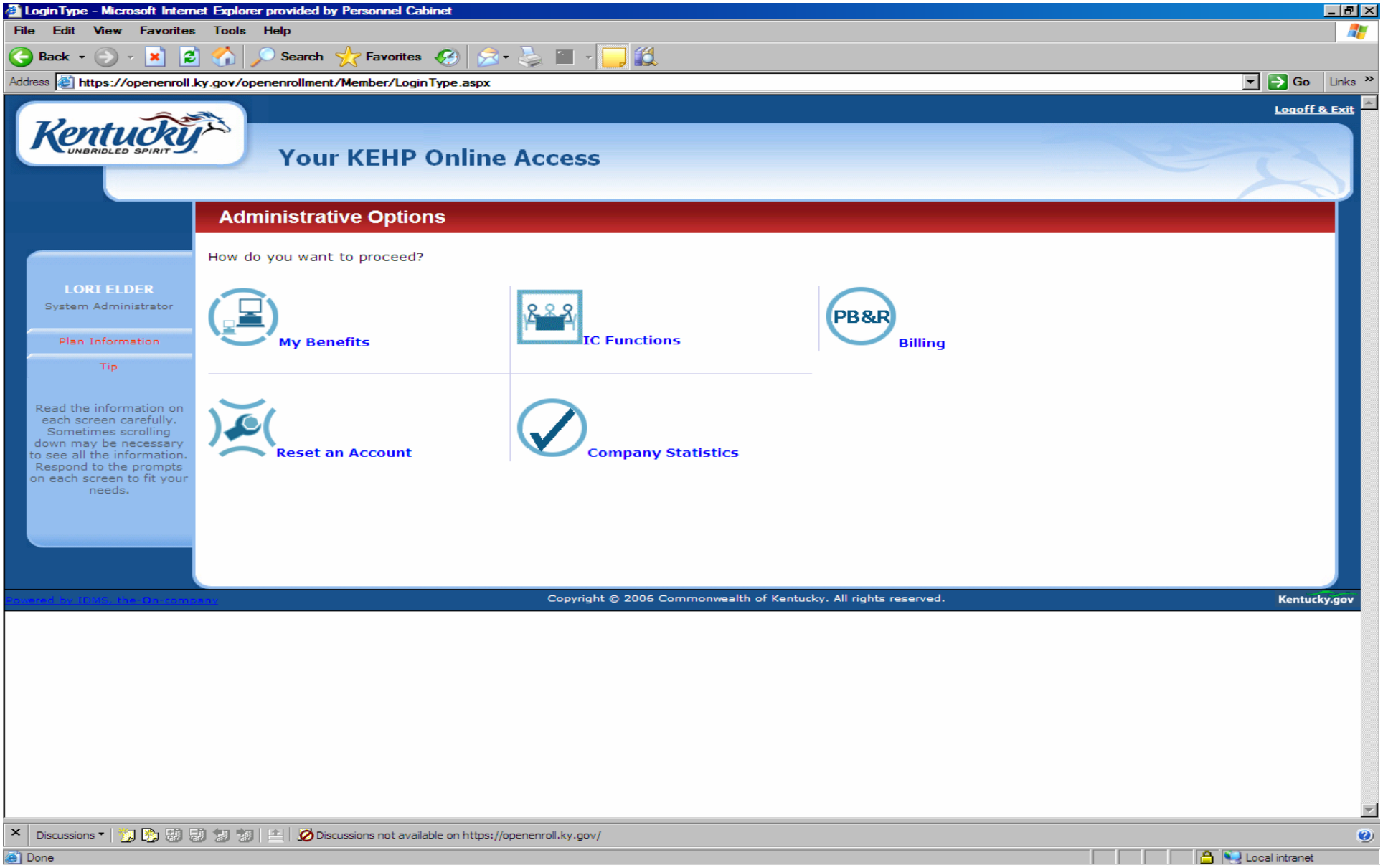
Date of Birth (MM/DD/YYYY)

Password – If you have lost your Password information, contact your Insurance Coordinator or the Member Services Branch, of the Personnel Cabinet to reset your password.



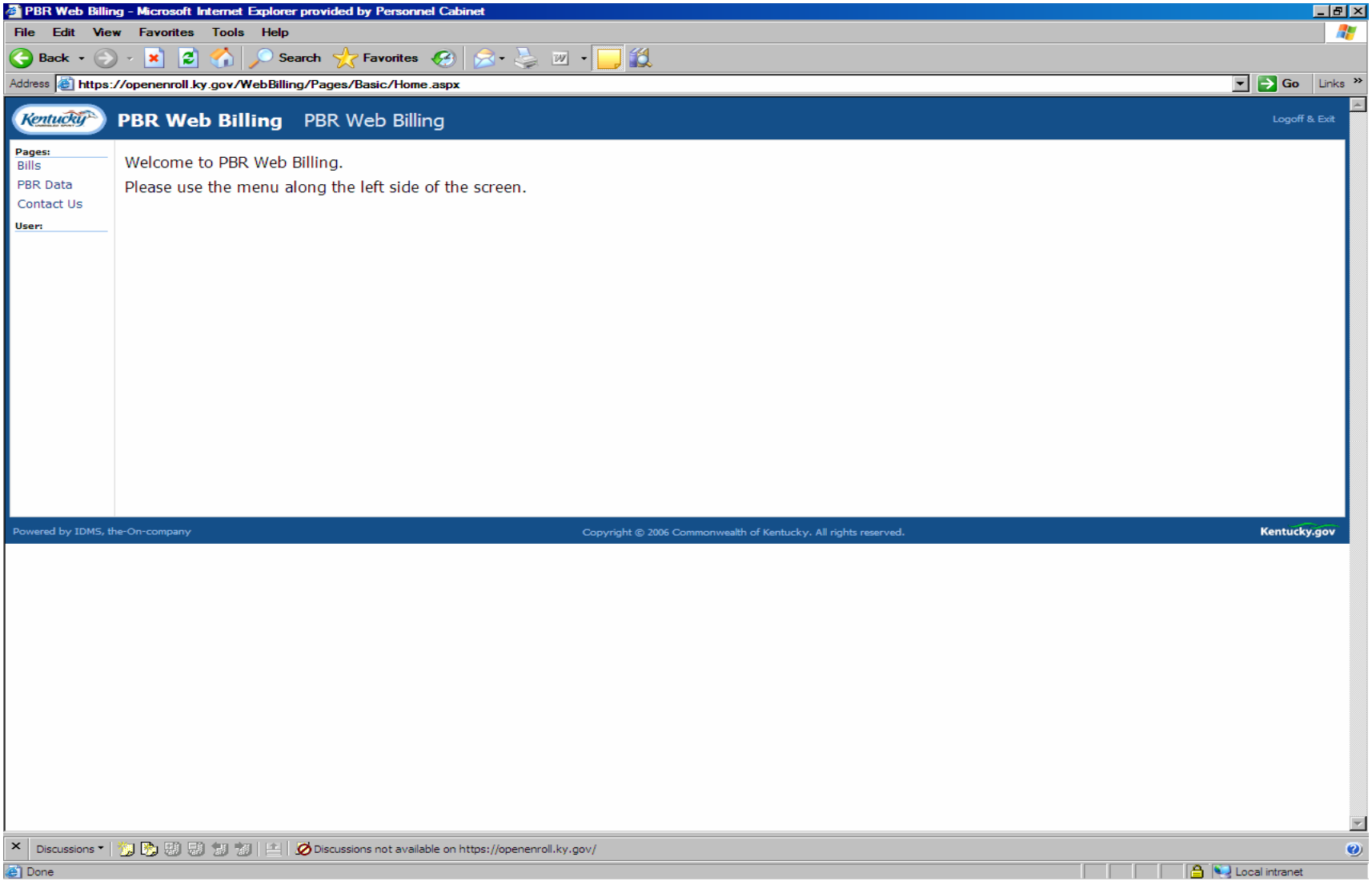
Select Login.

SELECT THE “PB&R BILLING” OPTION.

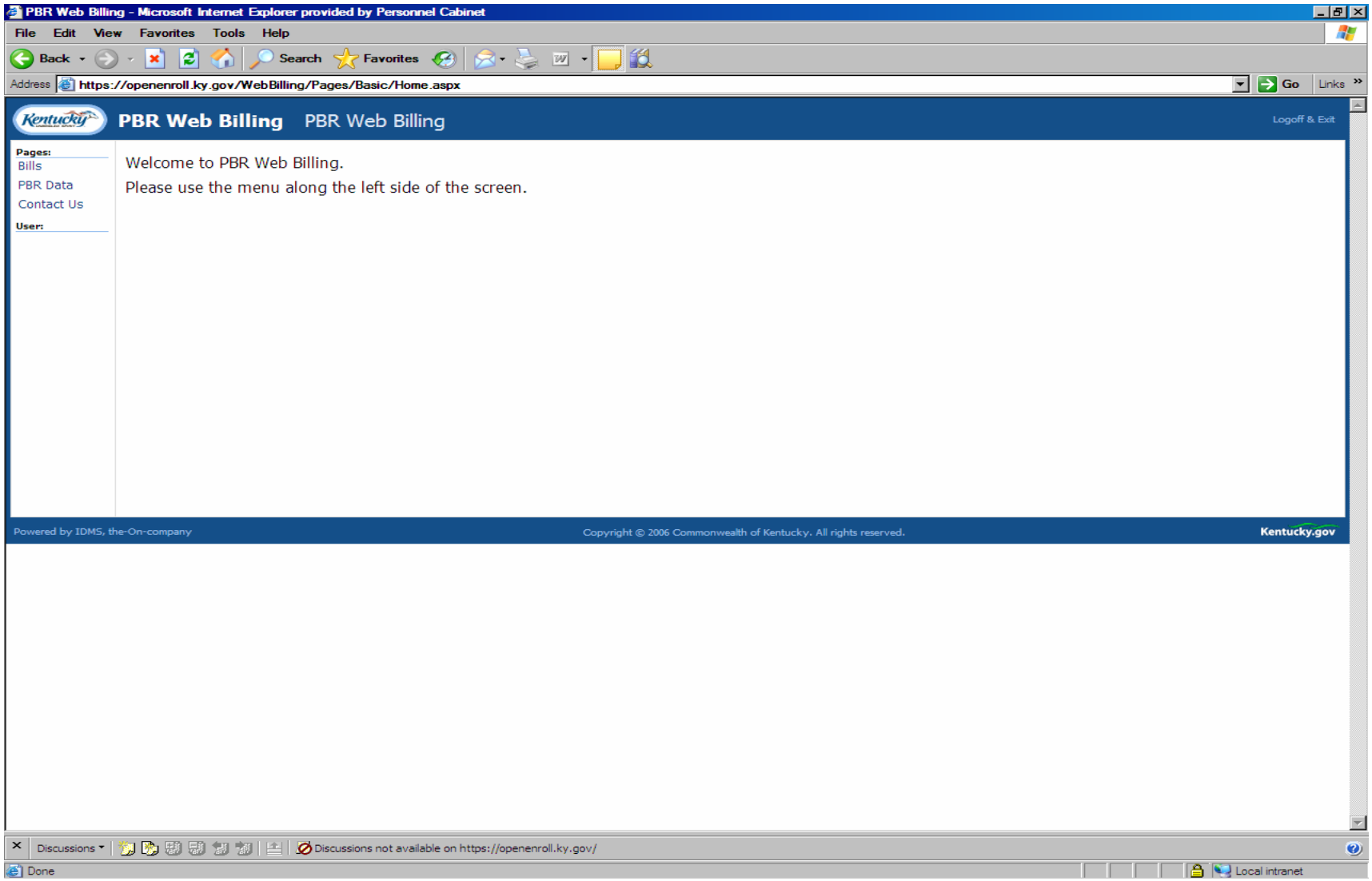


SELECT THE OPTION THAT APPLIES:

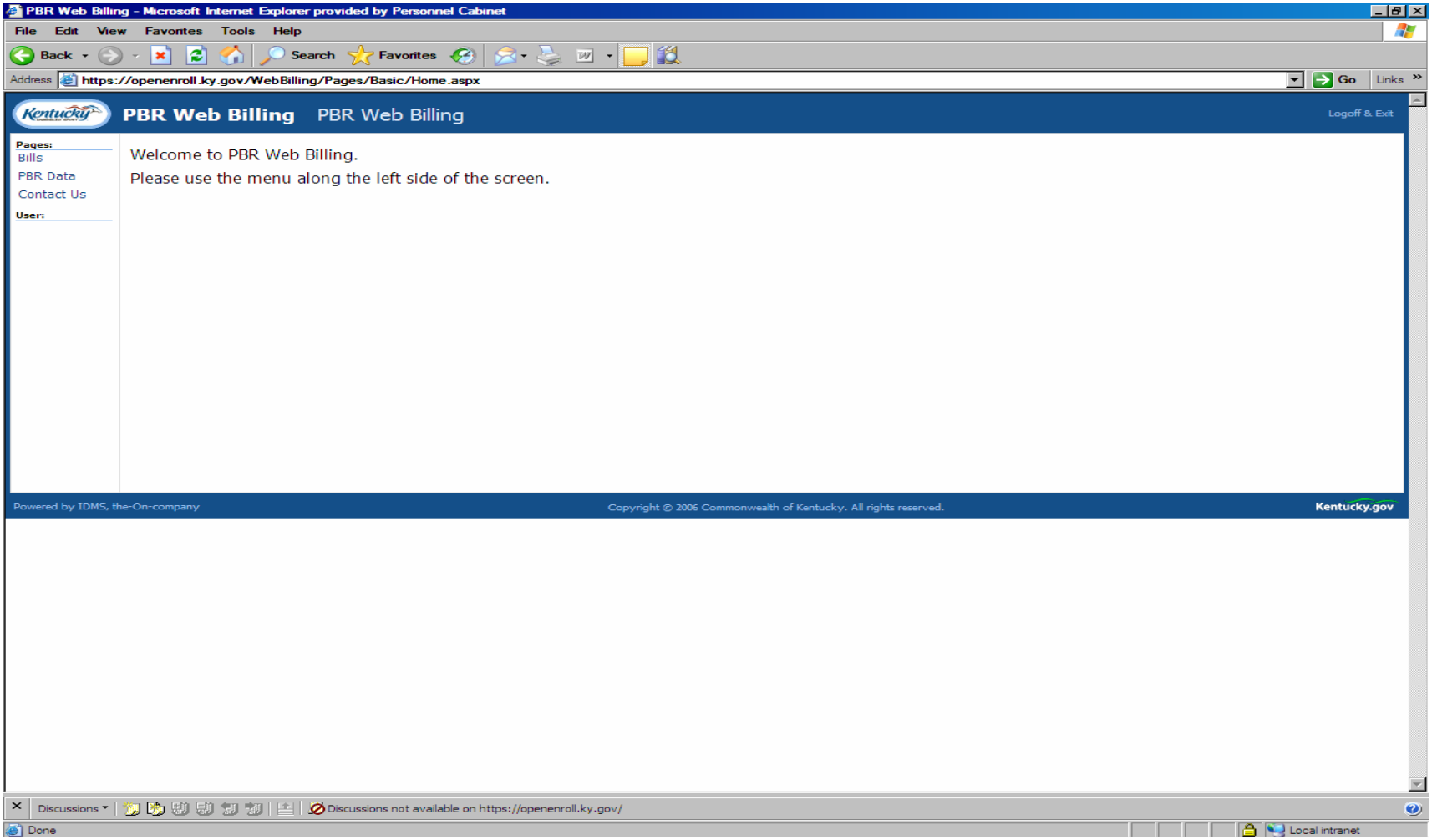
BILLS – You will use this option to reconcile your monthly bill statement for Employer or Employee Health Insurance Premiums, Administration Fees, FSA Health Care Accounts, FSA Dependent Care Accounts, and HRA's (Healthcare Reimbursement Account).



PB&R DATA – You will use this option to view data related to a plan holder or company within the Premium Billing and Reconciliation System. This is a "read only" feature.



CONTACT – You will use this option to send an email to the Financial Management Branch Staff to report errors while testing, and ask questions related to your bills.



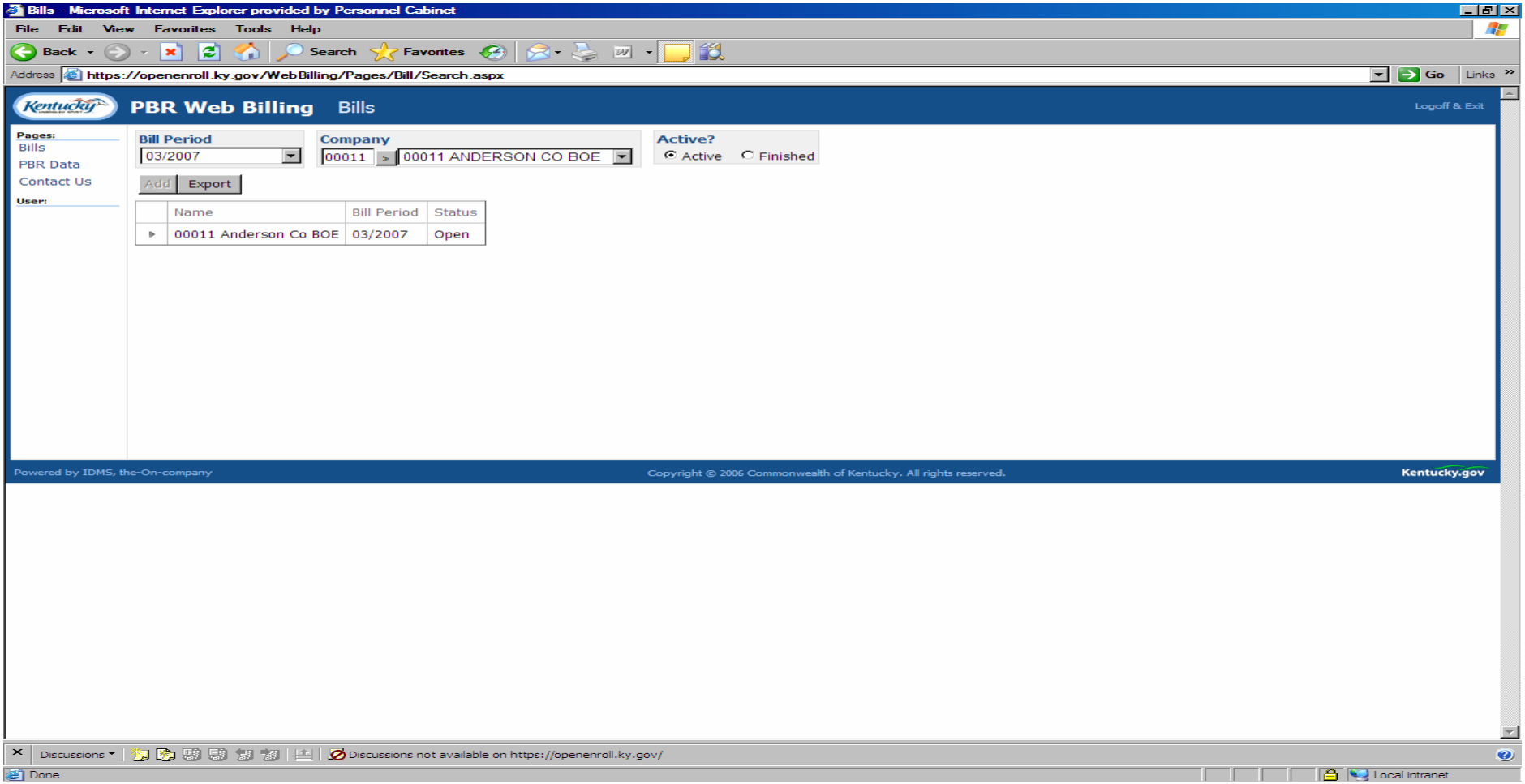
PLEASE NOTE:

When the monthly health insurance bill and or FSA bill is ready for you to view, you will receive an email from PERSONNEL GHImail [mailto:GHImail@ky.gov]. Please do not reply back to this address. You will need to log into Web Billing and select Contact Us to email any questions or comments.

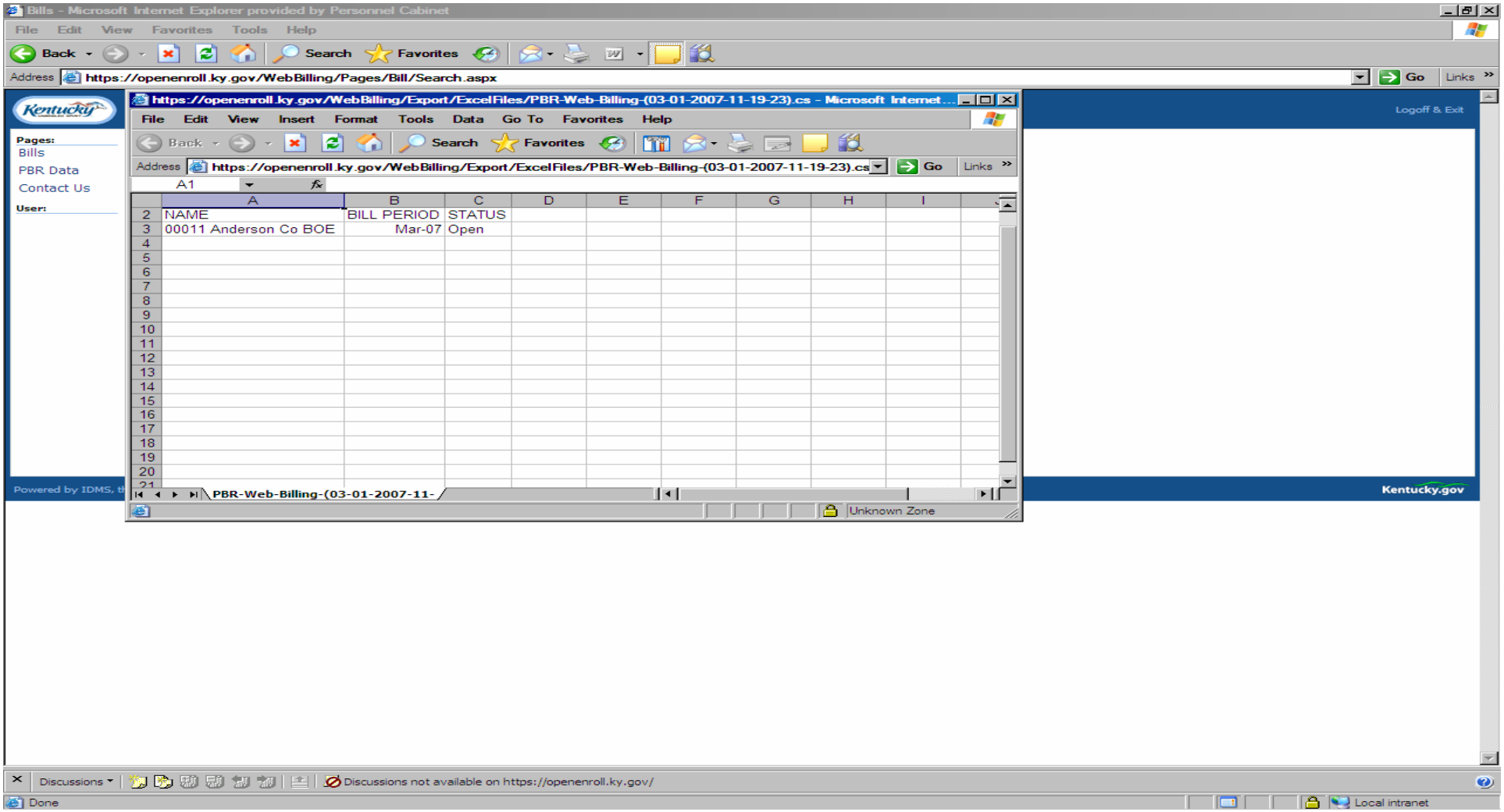
SELECTING THE BILLS OPTION:

Selecting the **Bills** option prompts the screen that shows the billing statements. The **Bill Period** shows the month that is currently being viewed. The **Company** field displays all the companies that you have access to see. Current and past bill periods can be viewed based upon the **Active?** Field. To view past bills, select **Finished**.

The Add button on the screen is not enabled. The **Export** button displays the **Bill Status** only.

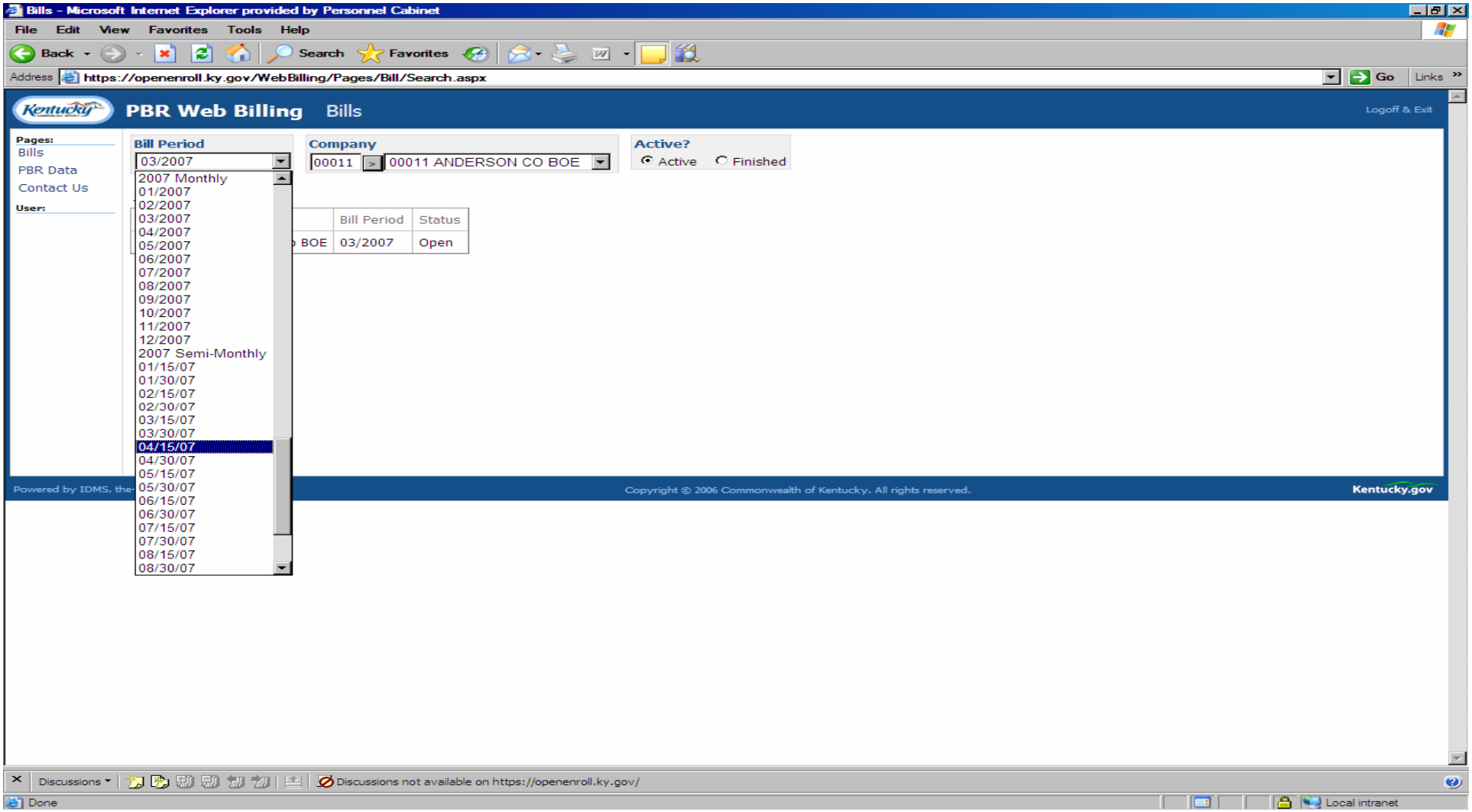


If you select the **Export** button, the following screen will be prompted.



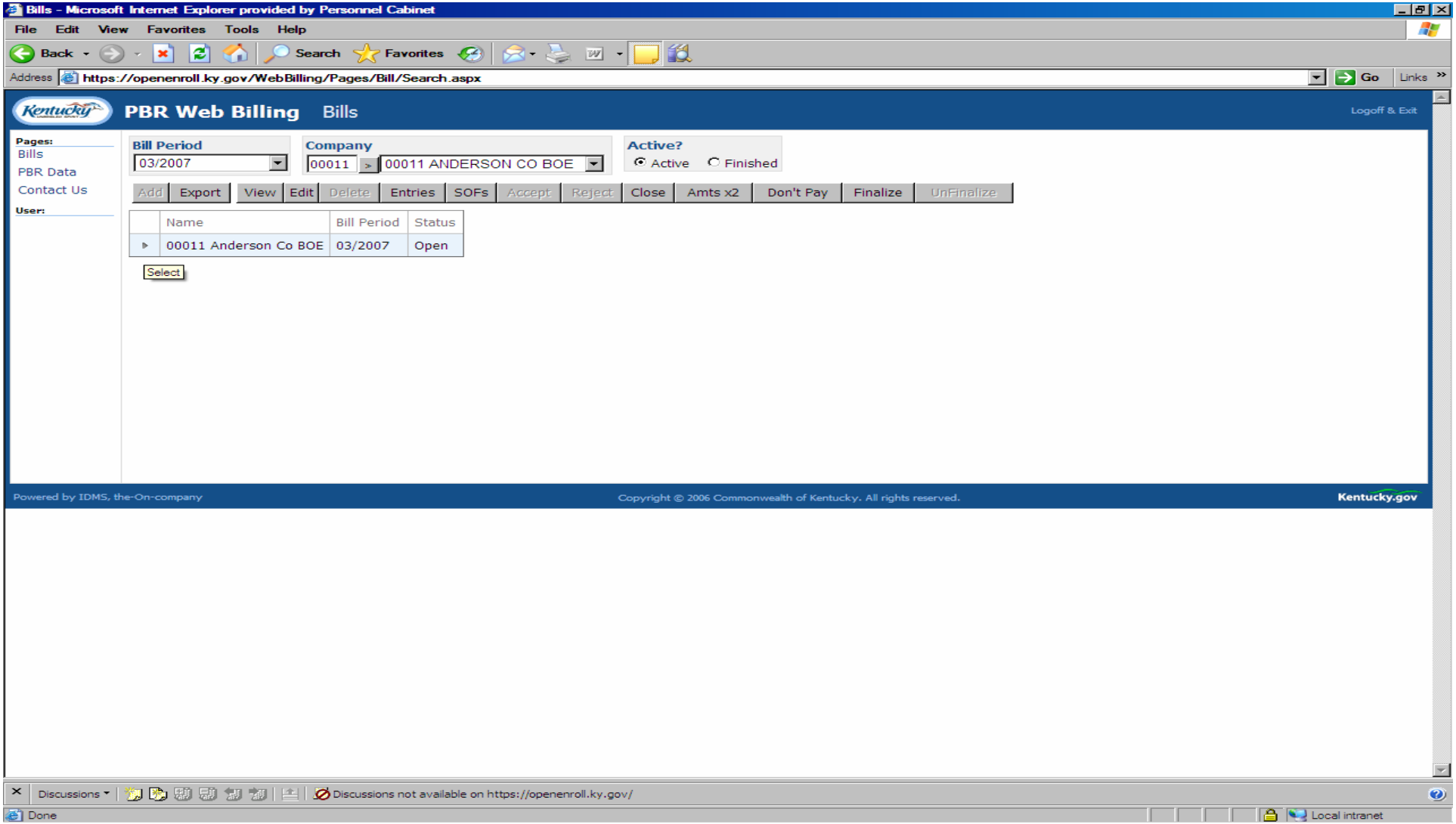
To view all bills statements for a particular year, select the **Bill Period** drop down box. **Monthly** and **Semi-Monthly** views are available.

The Monthly dates will be the health insurance billings. The semi-monthly dates will show the FSA billings.



SELECTING THE BILL:

Select the bill you would like to view by electing the >. The row will be highlighted blue and a new tool bar prompts the following options: **View**, **Edit**, **Delete**, **Entries**, **SOF's**, **Accept**, **Reject**, **Close**, **Amtx2**, **Don't Pay**, **Finalize** and **Unfinalize**. **Delete**, **Accept**, and **Reject** are inactive. These options are used internally by the Financial Management Branch. **Unfinalize** is inactive at this time because the bill is not in Finalized Status. Only the items in black are active options.



The following list of **Status Options** can be found in the **Status** Field.

Status Options:

Open - The bill is ready for viewing and markup.

Closed by You – The bill has been closed by the person logged in.

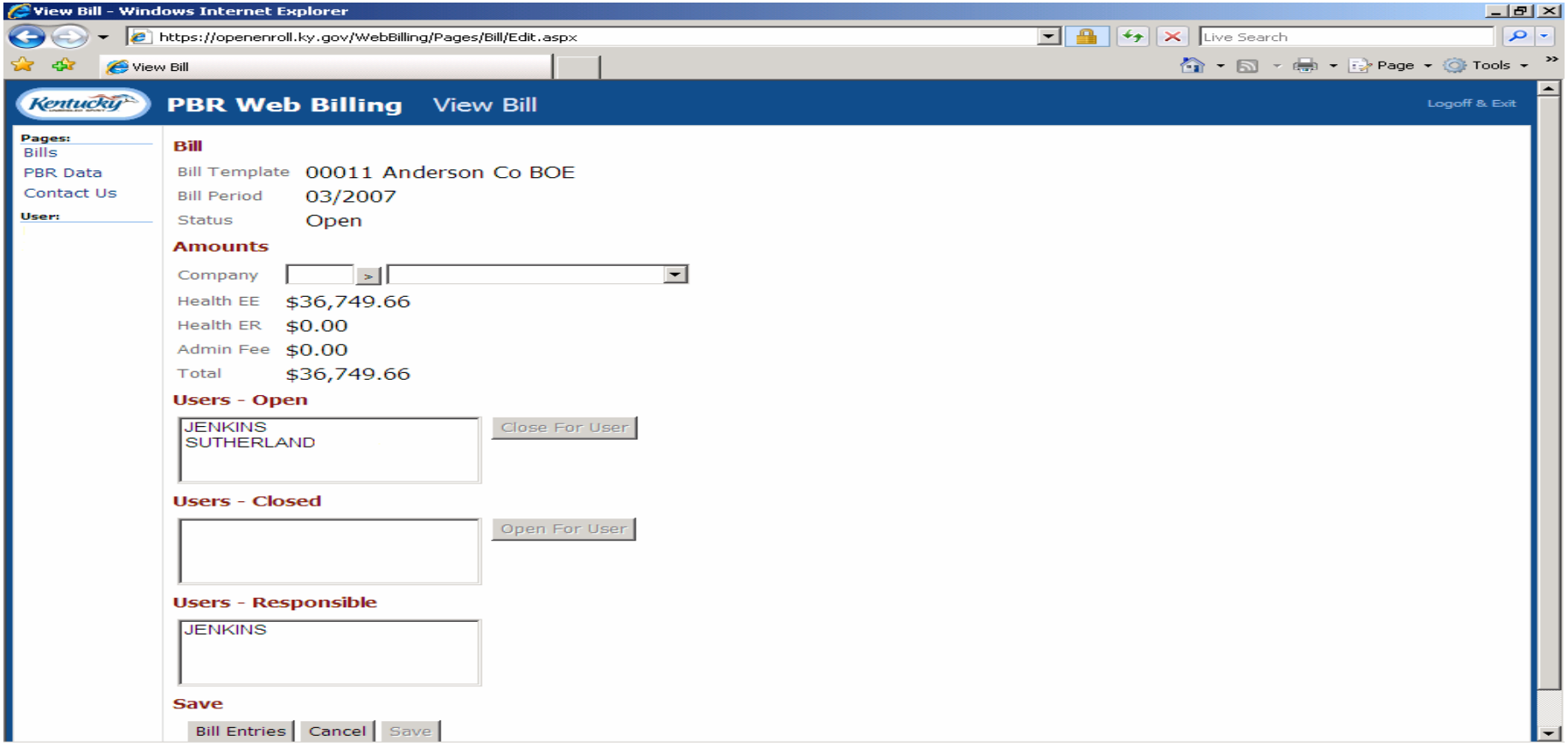
All Closed – The status after all contacts have closed the bill.

Finalized – You agree with the totals and have submitted payment to:
Personnel Cabinet
Financial Management Branch
200 Fair Oaks, Suite 502
Frankfort, KY 40601

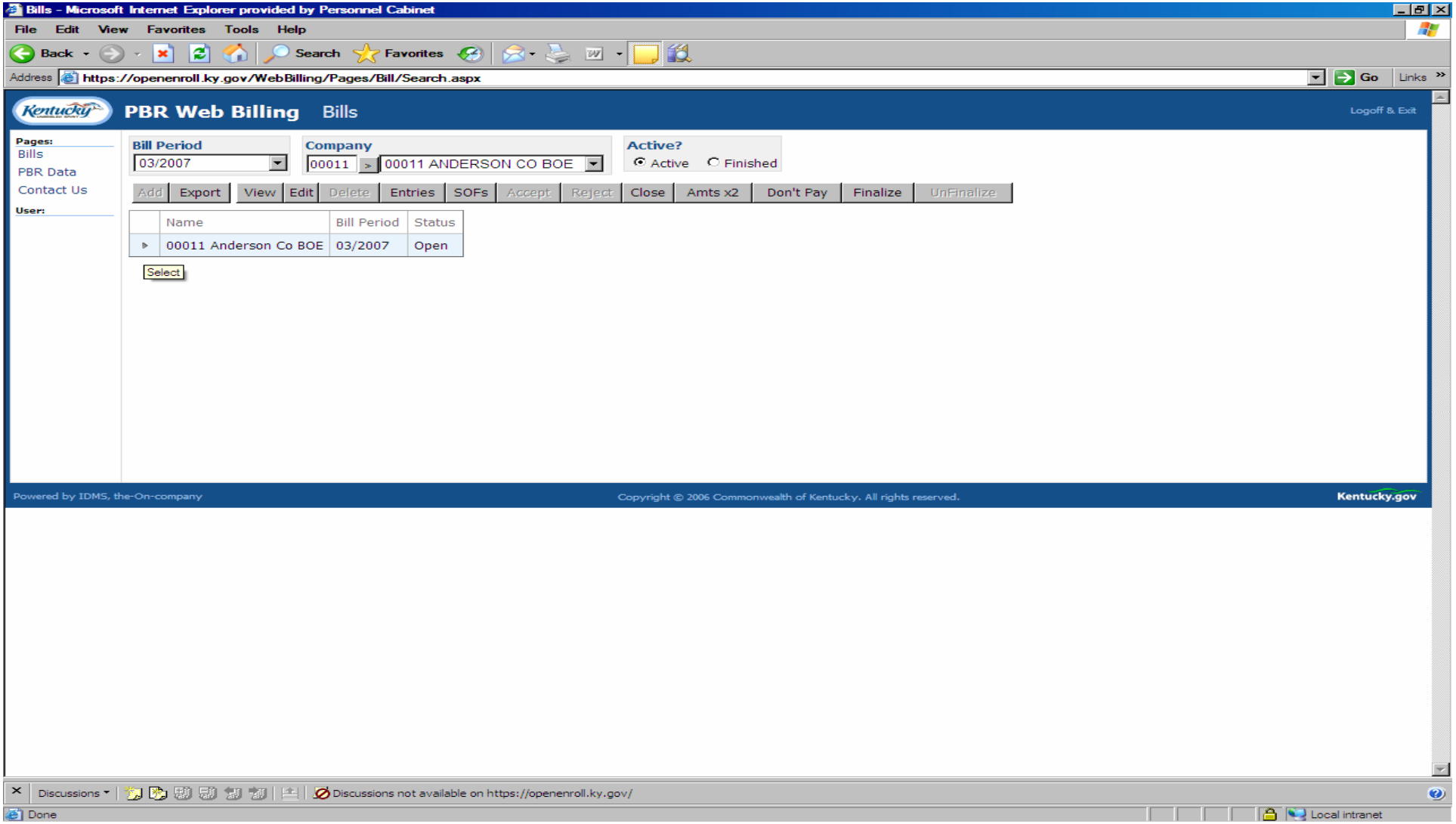
Posted – Financial Management Branch has received your payment and the bill has been posted.

SELECTING VIEW FROM THE BILLS PAGE:

Selecting view allows you to see information about the bill. It displays the **Bill Template** name, **Bill Period**, **Status**, **Amounts**, and **Users**. In the **Users** section, it displays who still has the bill open and who has closed the bill. The financial officer who will finalize and submit the payment will be listed in the **Users – Responsible** section. This person will have the ability to open or close the bill for all users who have access to the bill. The **Close for User** and the **Open for User** are inactive on this screen.

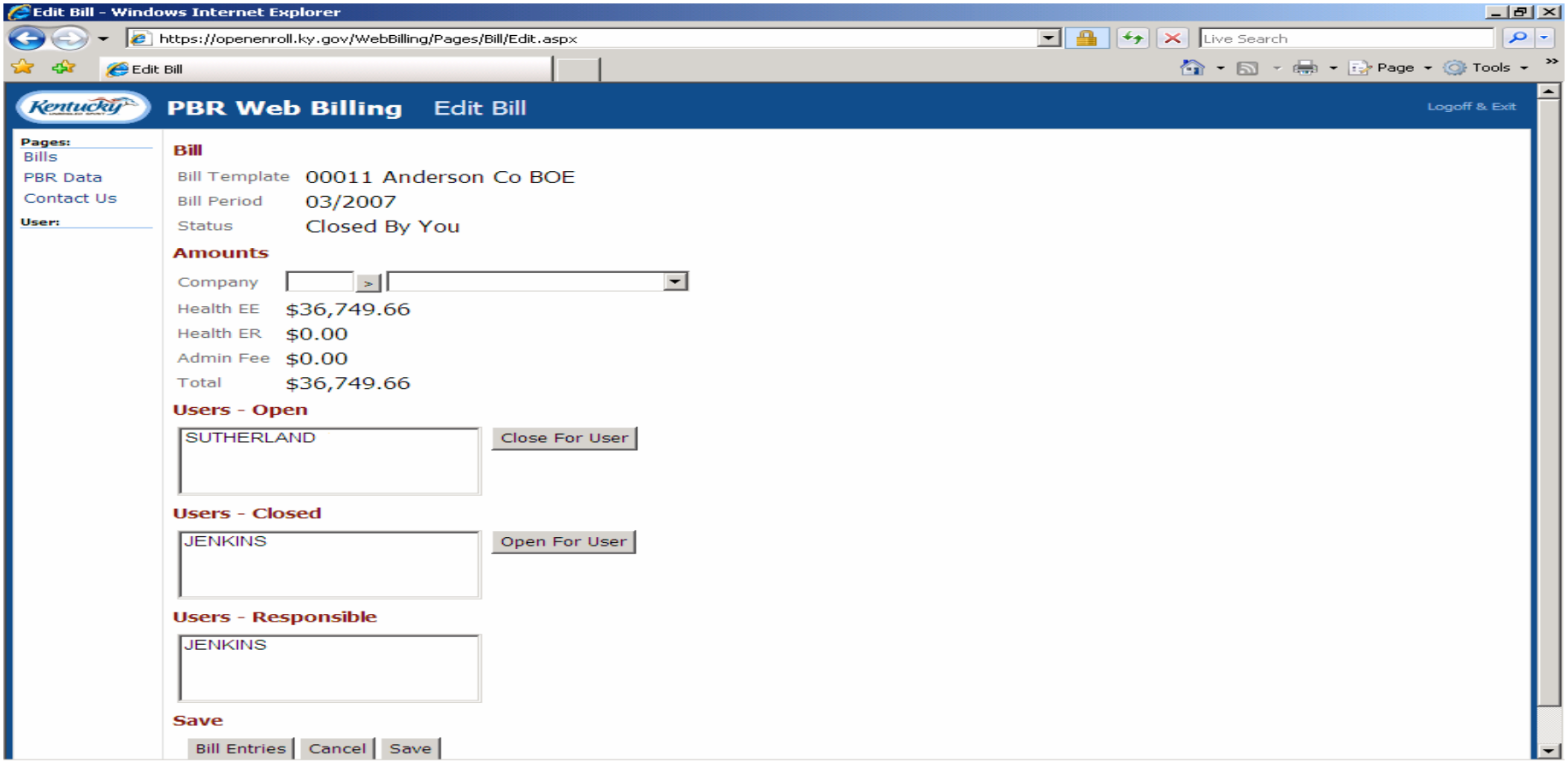


To be able to **Close for User** or **Open for User** select **Cancel** to exit this screen and go back to the **Bill screen**.



Select the bill again and then select **Edit**.

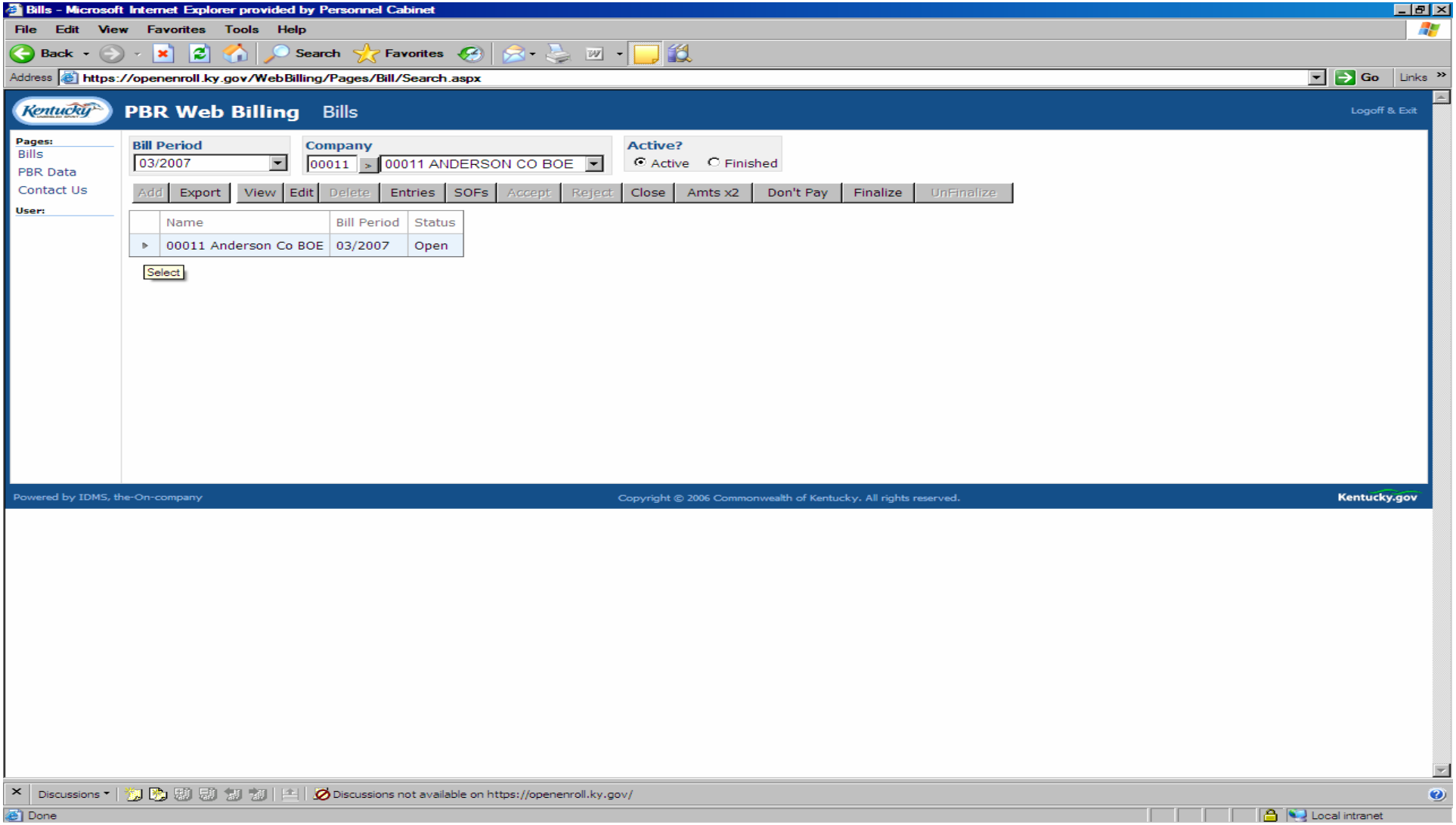
The **Edit** screen will look like the screen on Page 13 only the **Close for User** and **Open for User** will be active.



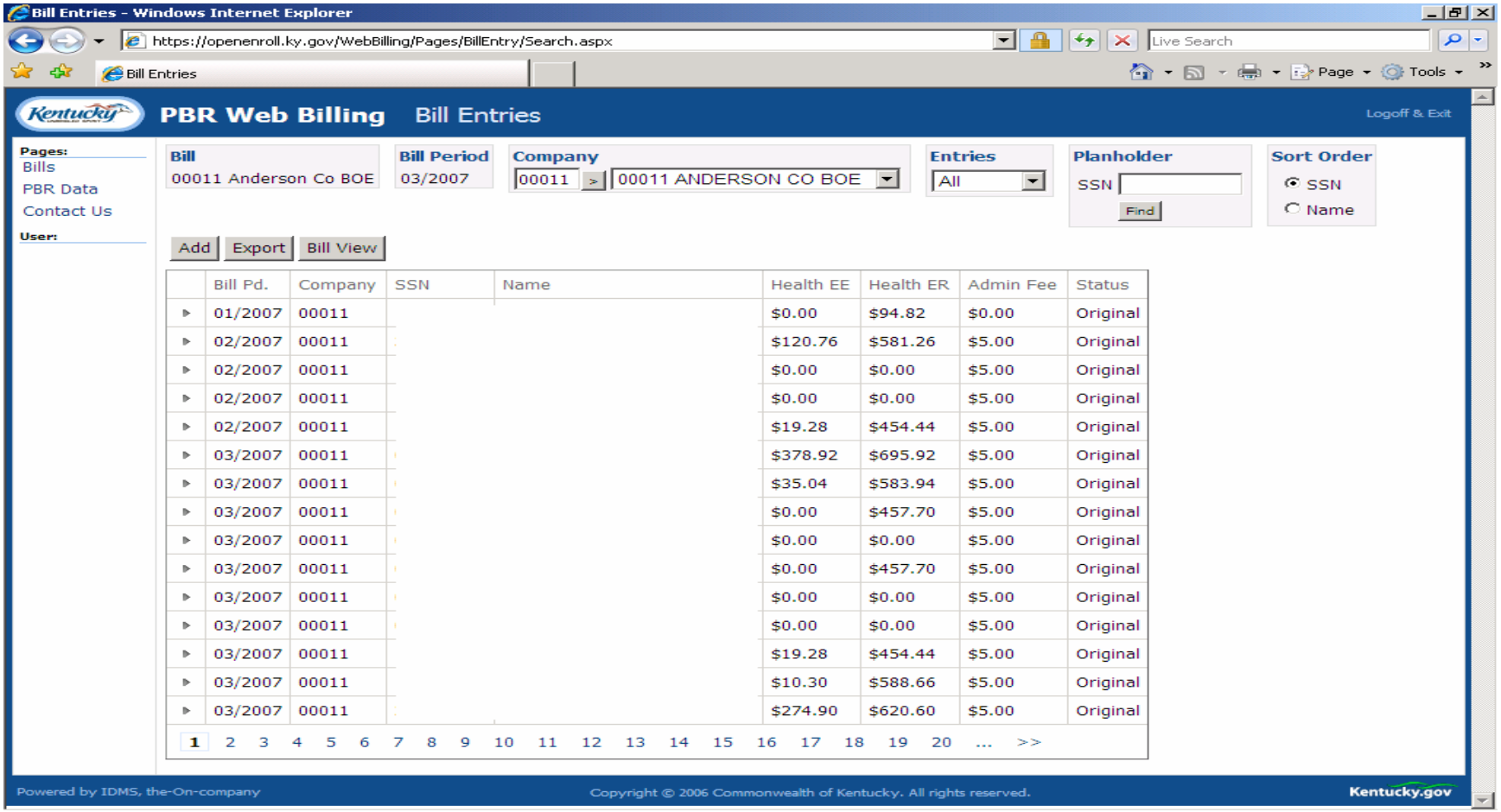
Select the **Bill Entries** option to view a listing of your employees on a bill.

SELECTING BILL ENTRIES FROM THE BILLS SCREEN:

To view the **Bill Entries**, select the > to the left of the Bill you would like to view and select the **Entries** button.



BILL ENTRIES SCREEN:



BILL ENTRIES SCREEN:

At the top of the screen, it displays the **Bill Name**, **Bill Period**, the **Company** you are working on, **Entries**, **Planholder SSN** field and a **Sort Order** field. If you are looking for an employee and you know the SSN, enter it in the **Planholder** field to locate the employee. The **Sort Order** enables you to sort your bill by SSN or Name. Bill Periods with discrepancies appear first, then current month.

The **Bill Entries** displays the **Bill Period**, **Company**, **SSN**, **Name**, **Health EE**, **Health ER**, **Admin Fee**, and **Status**.

Bill Period - **Bill Periods** with discrepancies appear first, then current month bill periods are listed.

STATUS:

Original - This status will appear when a bill is first opened and it has not been edited.

Changed – Changed indicates an adjustment was made to the employee's bill record. For example, if they only paid half of their premium for the month, you would need to adjust that on the bill.

Added – This status indicates an entry has been added to the bill.

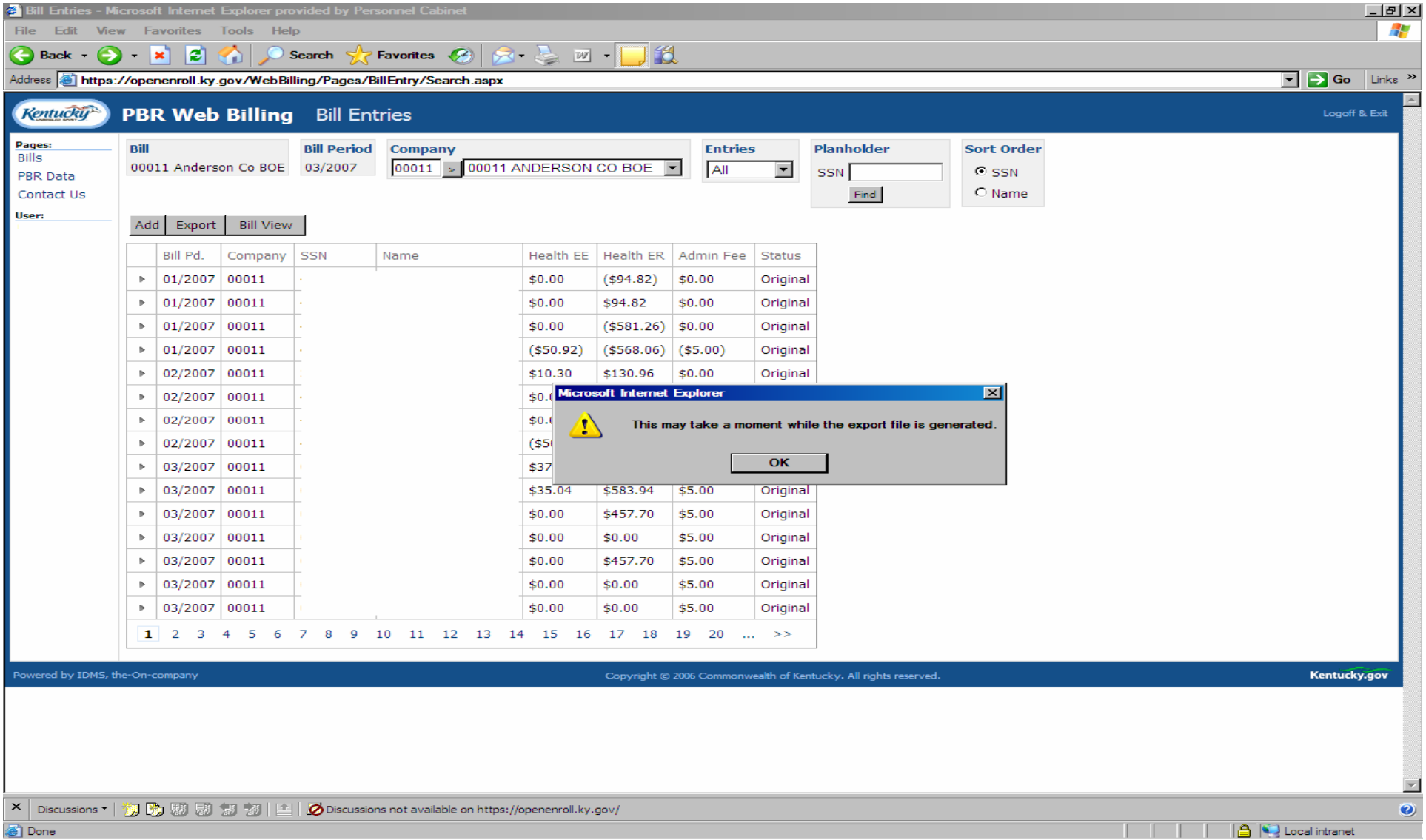
Removed – Removed indicates an entry on the bill was removed. An example of removing a record would occur if the employee terminates employment and the person still shows on the bill or transferred out of your company and still shows on the bill or if the employee did not make a payment for the month. **Please note: If you remove a record from a bill but the appropriate action has not been taken to change the employee's record in the GHI System (General Health Insurance System), the record will appear again next bill period.**

The numbers displayed at the bottom of the screen are the page numbers. You can scroll through the pages one by one or if you would like to go to the beginning or the end of the bill, select the >> for end or >> for beginning. You can also select … and this will take you to the next grouping of page numbers.

ADD - The **Add** button lets you add an employee to the bill. See page 23.
EXPORT - Use this button to export your bill into a .CSV file (Excel file). See page 19.
Bill View - Will take you to the totals screen. See page 13.

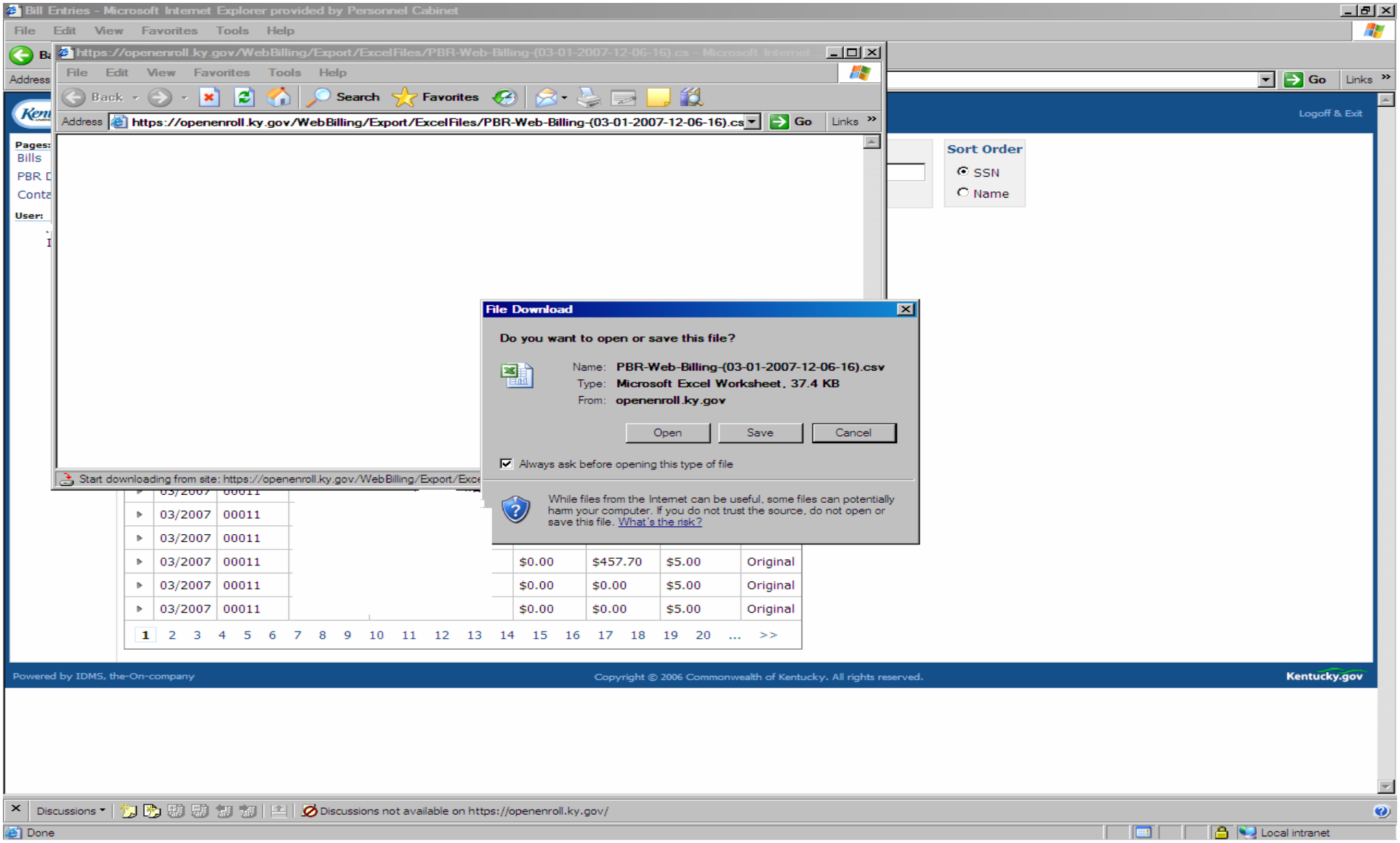
EXPORTING THE BILL ENTRIES:

To export the entries on the bill select **Export**. You may need to hold down the **CTRL** button on your keyboard first and then select **Export**. The problem may arise because you have pop up blockers on. The message **This may take a moment while this export file is generated** will appear.



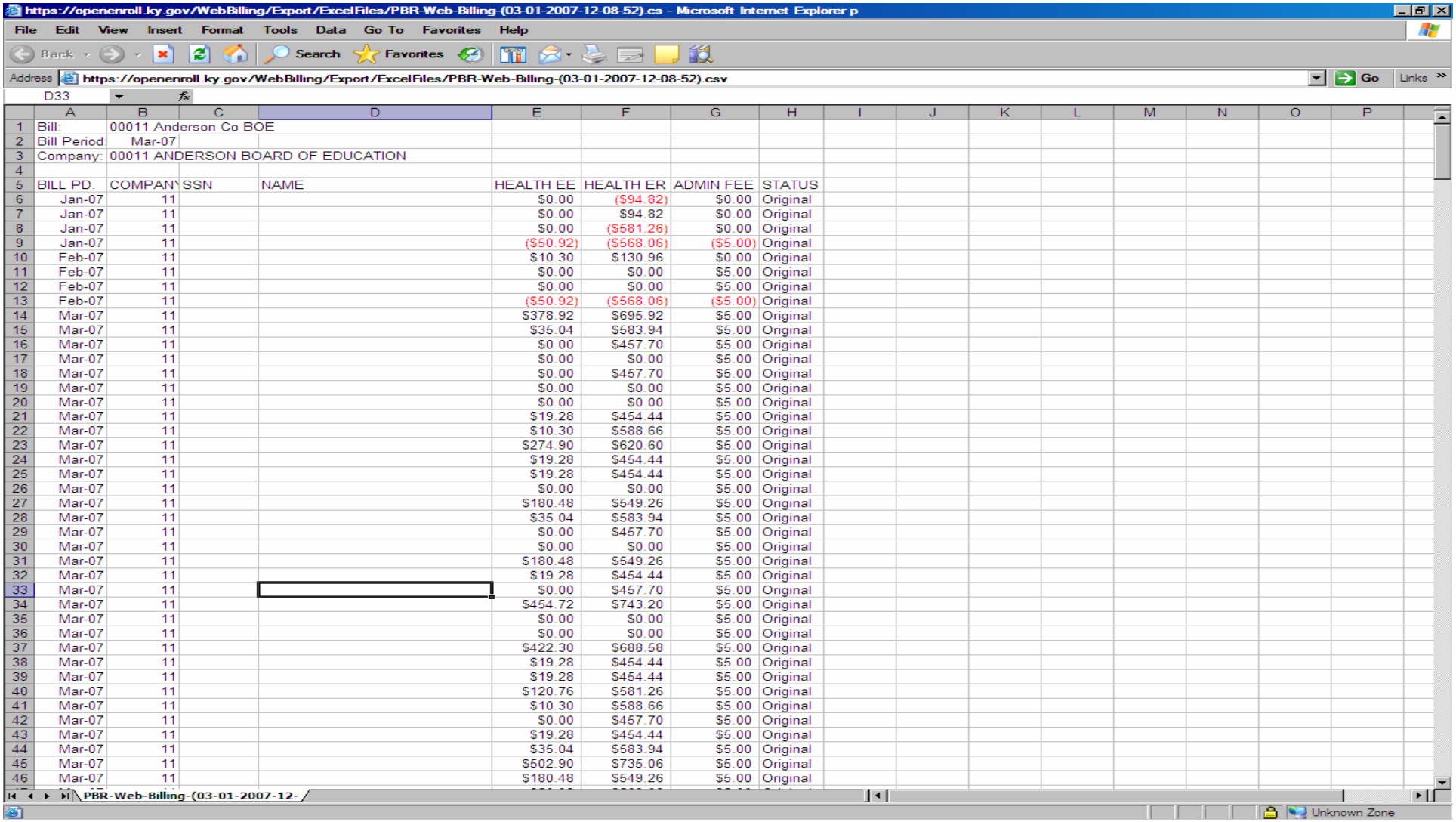
The screen below will be prompted. For those of you who need to hold down the CTRL key, you may release the key at this point.

This screen gives you the options to **Open the file**, **save the file**, or **Cancel** opening the file.



If you select **Open**, the following screen appears:

Expansion of the columns may be necessary to view all the information. This will display your list of employees as well as the bill total.

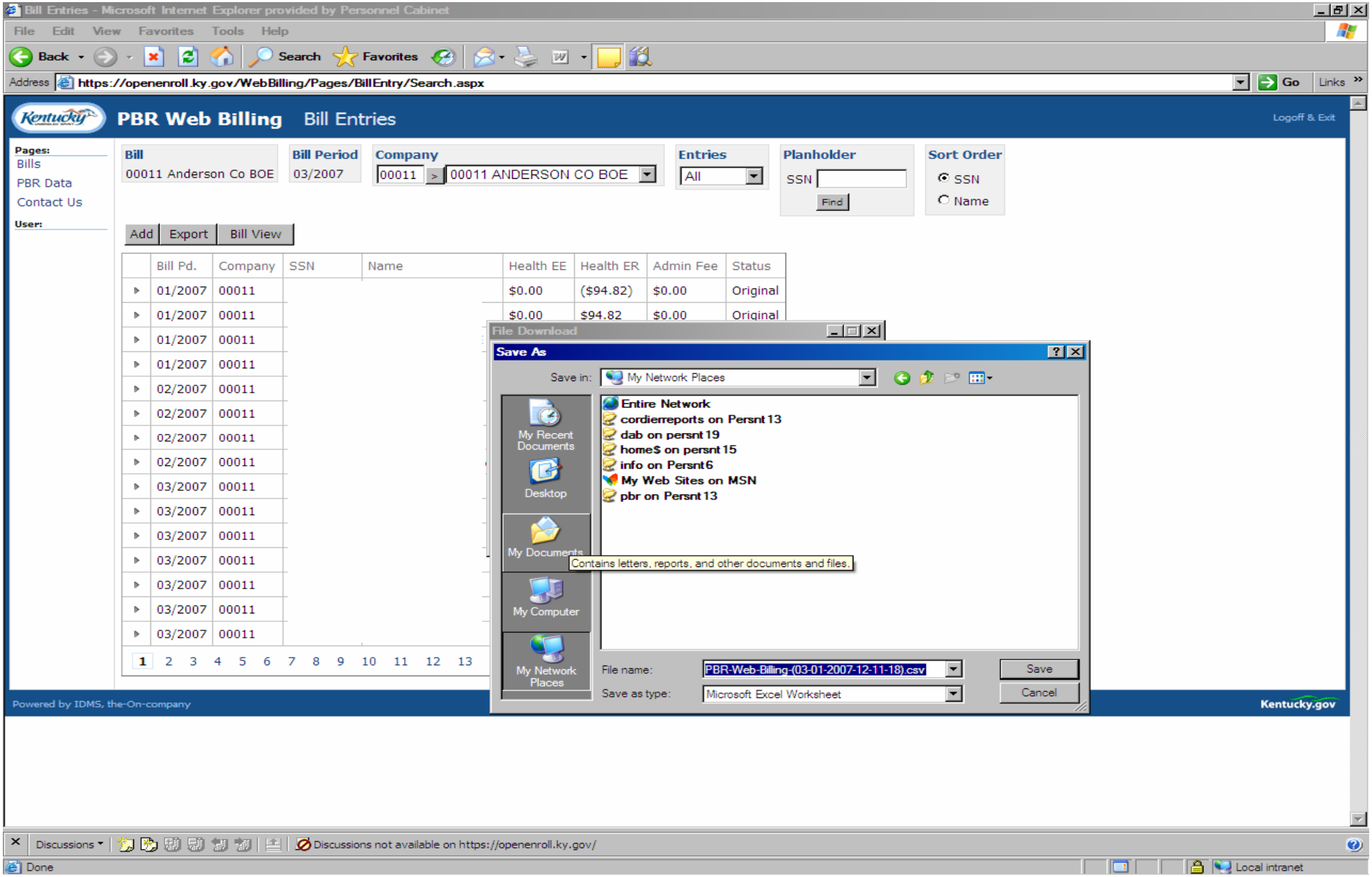


	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Bill:	00011 Anderson Co BOE														
2	Bill Period:	Mar-07														
3	Company:	00011 ANDERSON BOARD OF EDUCATION														
4																
5	BILL PD.	COMPANY	SSN	NAME	HEALTH EE	HEALTH ER	ADMIN FEE	STATUS								
6	Jan-07	11			$0.00	($94.82)	$0.00	Original								
7	Jan-07	11			$0.00	$94.82	$0.00	Original								
8	Jan-07	11			$0.00	($581.26)	$0.00	Original								
9	Jan-07	11			($50.92)	($568.06)	($5.00)	Original								
10	Feb-07	11			$10.30	$130.96	$0.00	Original								
11	Feb-07	11			$0.00	$0.00	$5.00	Original								
12	Feb-07	11			$0.00	$0.00	$5.00	Original								
13	Feb-07	11			($50.92)	($568.06)	($5.00)	Original								
14	Mar-07	11			$378.92	$695.92	$5.00	Original								
15	Mar-07	11			$35.04	$583.94	$5.00	Original								
16	Mar-07	11			$0.00	$457.70	$5.00	Original								
17	Mar-07	11			$0.00	$0.00	$5.00	Original								
18	Mar-07	11			$0.00	$457.70	$5.00	Original								
19	Mar-07	11			$0.00	$0.00	$5.00	Original								
20	Mar-07	11			$0.00	$0.00	$5.00	Original								
21	Mar-07	11			$19.28	$454.44	$5.00	Original								
22	Mar-07	11			$10.30	$588.66	$5.00	Original								
23	Mar-07	11			$274.90	$620.60	$5.00	Original								
24	Mar-07	11			$19.28	$454.44	$5.00	Original								
25	Mar-07	11			$19.28	$454.44	$5.00	Original								
26	Mar-07	11			$0.00	$0.00	$5.00	Original								
27	Mar-07	11			$180.48	$549.26	$5.00	Original								
28	Mar-07	11			$35.04	$583.94	$5.00	Original								
29	Mar-07	11			$0.00	$457.70	$5.00	Original								
30	Mar-07	11			$0.00	$0.00	$5.00	Original								
31	Mar-07	11			$180.48	$549.26	$5.00	Original								
32	Mar-07	11			$19.28	$454.44	$5.00	Original								
33	Mar-07	11			$0.00	$457.70	$5.00	Original								
34	Mar-07	11			$454.72	$743.20	$5.00	Original								
35	Mar-07	11			$0.00	$0.00	$5.00	Original								
36	Mar-07	11			$0.00	$0.00	$5.00	Original								
37	Mar-07	11			$422.30	$688.58	$5.00	Original								
38	Mar-07	11			$19.28	$454.44	$5.00	Original								
39	Mar-07	11			$19.28	$454.44	$5.00	Original								
40	Mar-07	11			$120.76	$581.26	$5.00	Original								
41	Mar-07	11			$10.30	$588.66	$5.00	Original								
42	Mar-07	11			$0.00	$457.70	$5.00	Original								
43	Mar-07	11			$19.28	$454.44	$5.00	Original								
44	Mar-07	11			$35.04	$583.94	$5.00	Original								
45	Mar-07	11			$502.90	$735.06	$5.00	Original								
46	Mar-07	11			$180.48	$549.26	$5.00	Original								

The file opens in a CSV file. It is a snapshot of what the bill entries show at the time you export it. You can export a bill at any time.

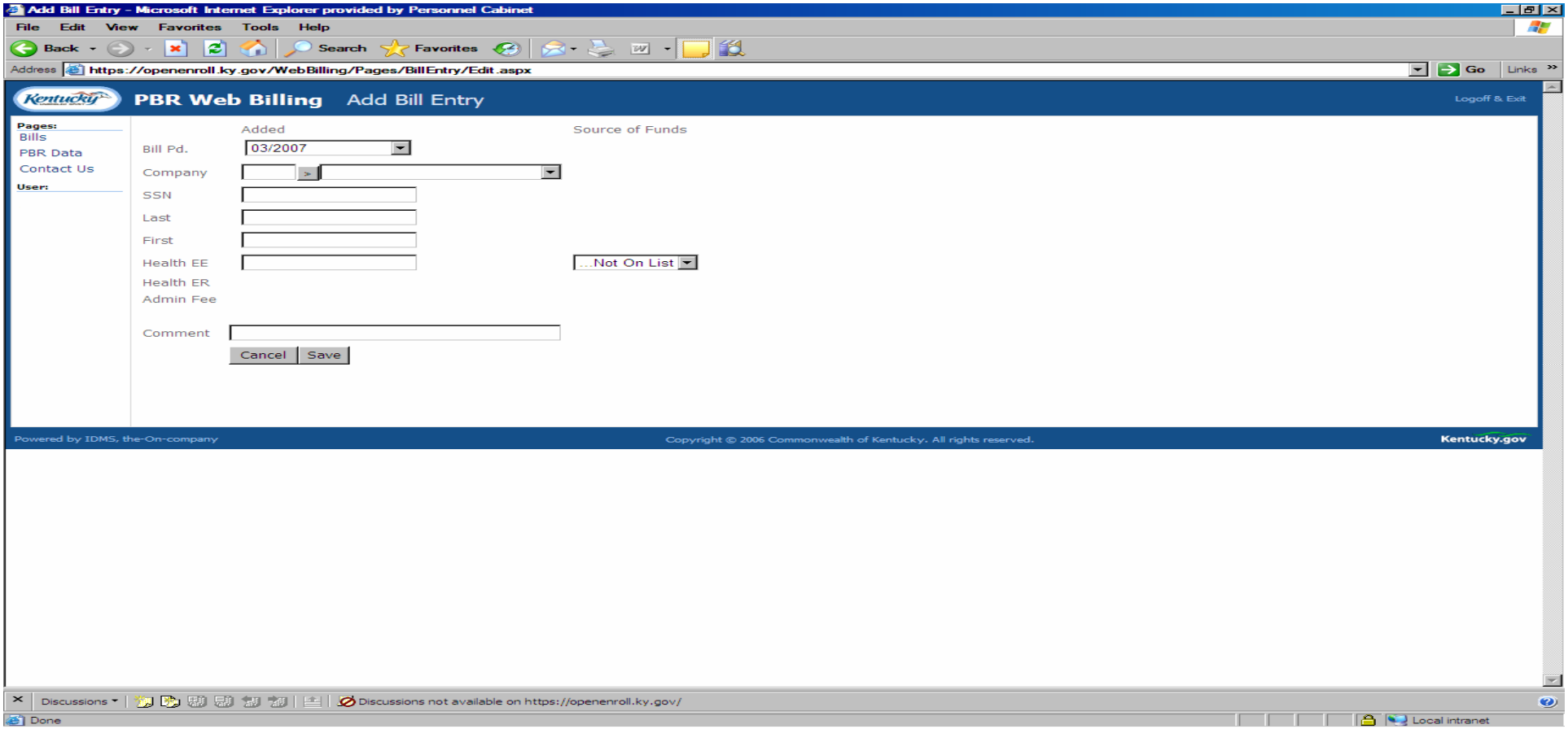
If you select **Save** instead of **Open**, you will see the screen below:

You can select where you would like to save the file on your computer as an Excel file.



TO ADD AN EMPLOYEE TO THE BILL:

Select **Add** to prompt the screen below. The following information will need to be entered: **SSN**, **Last Name**, **First Name**, and the **Amounts** that are affected, **Source of Funds** and a **Comment** related to why the employee is being added. You will only be able to add amounts that you have authority to add. For example, a Board will only be able to add an employee amount and KDE will only be able to add an Employer and Admin amount. The **Source of Funds** will always be listed as **Not on List** on the **Add** screen. Once you enter the amount you will be paying, you will need to select the **drop down arrow** and select how you will be paying for this individual that you are adding.

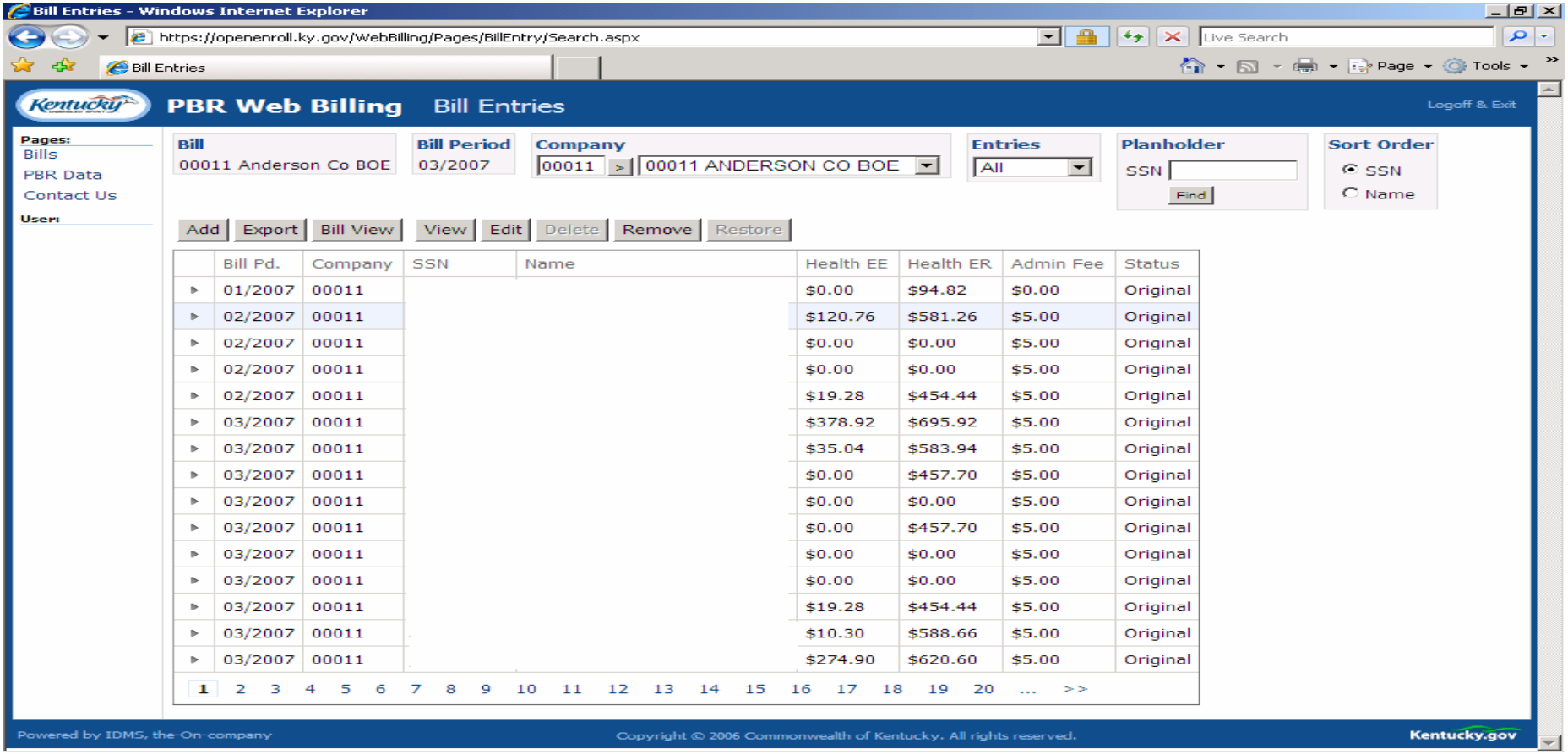


Select **Save** to save the information you have entered.

VIEWING A BILL ENTRY:

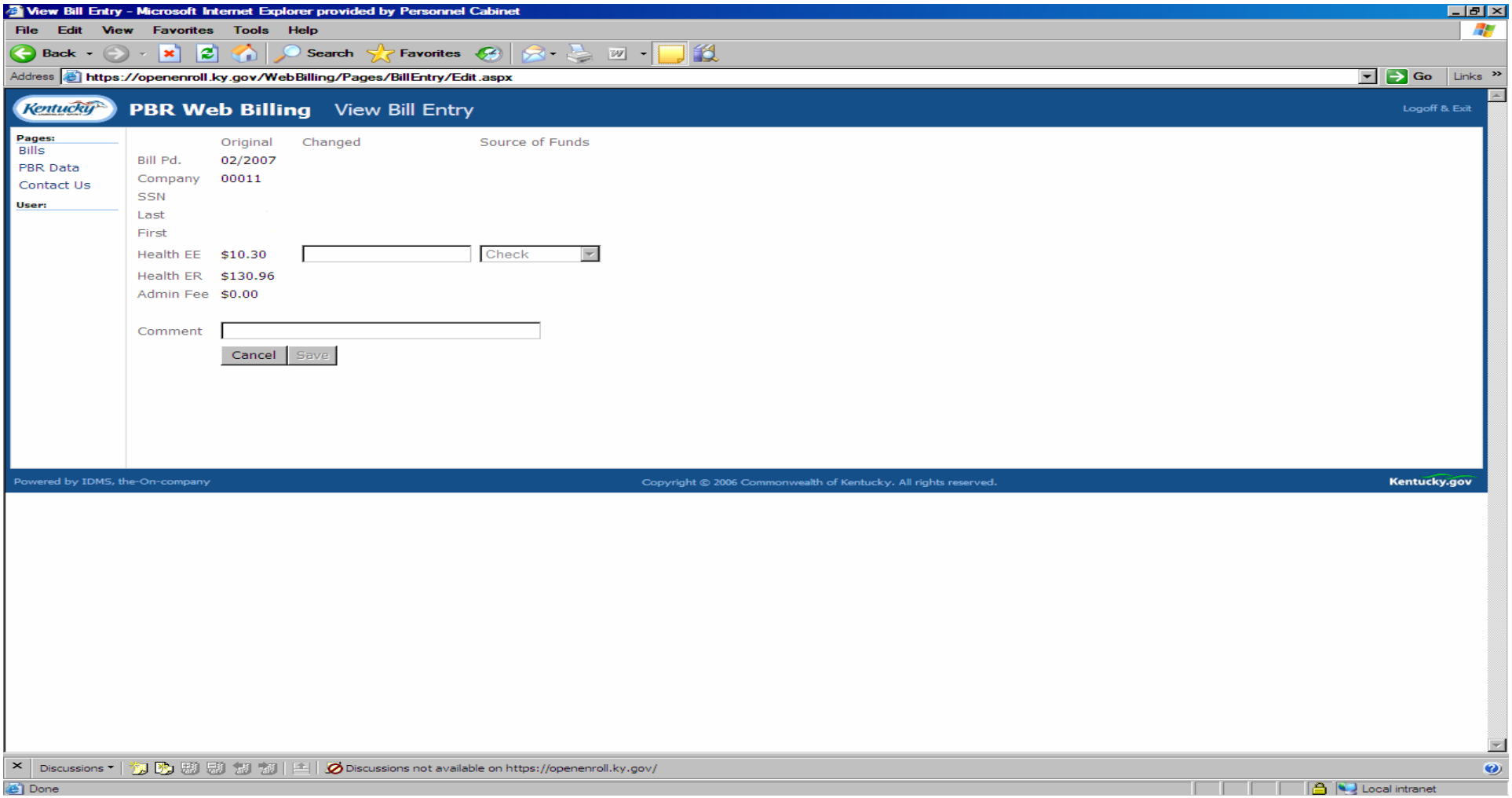
View a bill entry by selecting the > by the employee you would like to view. Upon selection, the employee will be highlighted in blue and a new tool bar will appear. The new tool bar displays **View**, **Edit**, **Delete**, **Remove**, and **Restore**.

View - Allows you to view what the original entry displays. It will list the employee, the amounts and the source of funds used to pay for the individual.
Edit – Enables you to edit the original entry.
Delete - Will be removed.
Remove – Enables you to remove an employee entry off the bill or remove someone you had added to the bill in error.
Restore - Allows you to restore a changed entry to the original entry.



SELECT VIEW:

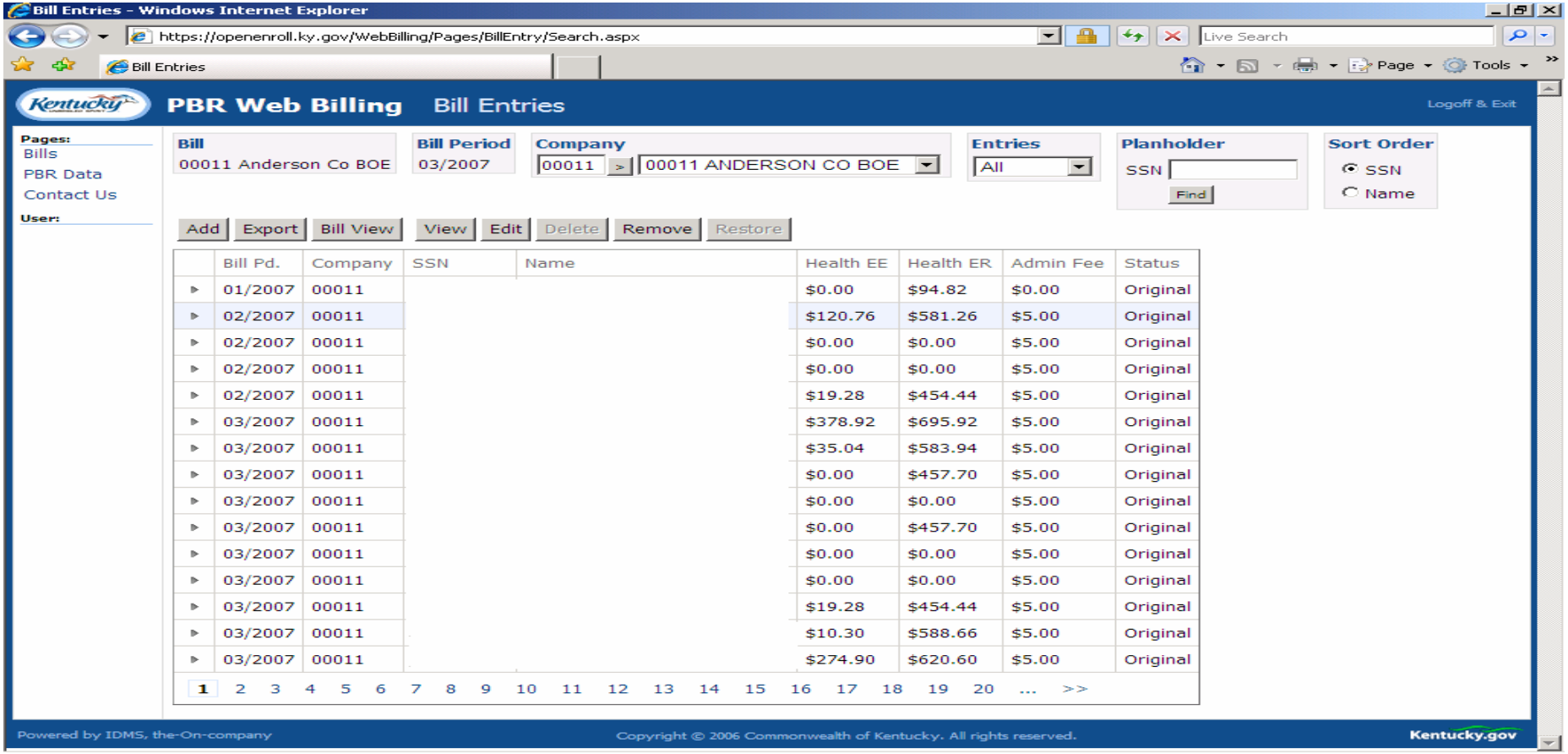
This screen shows what the original entry is, if is has been changed, and the Source of Funds that will be paying for the entry.



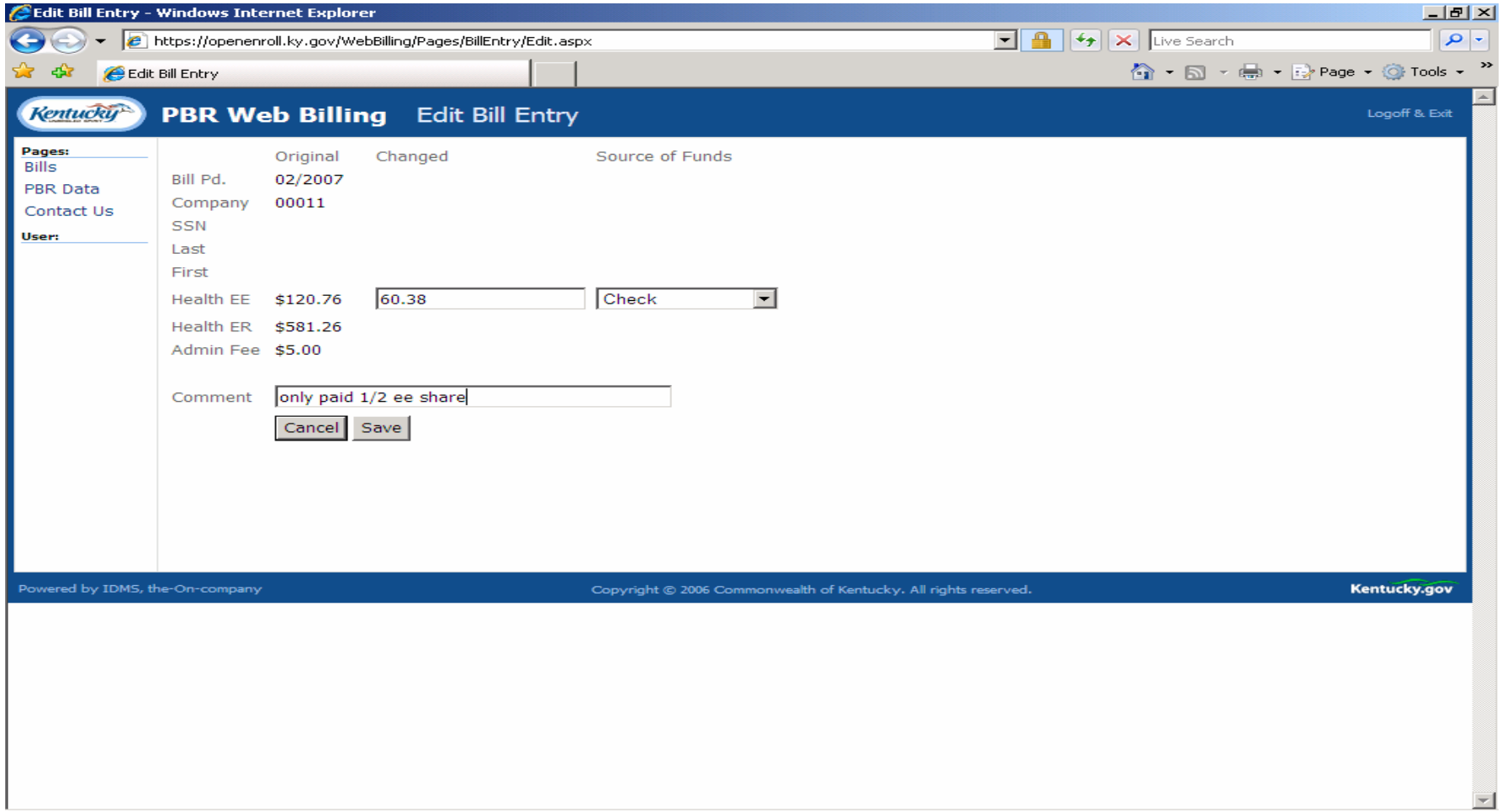
To exit this screen, select Cancel.

EDITING A BILL ENTRY:

To edit a bill entry, select the > to the left of the employee record and select **Edit**.

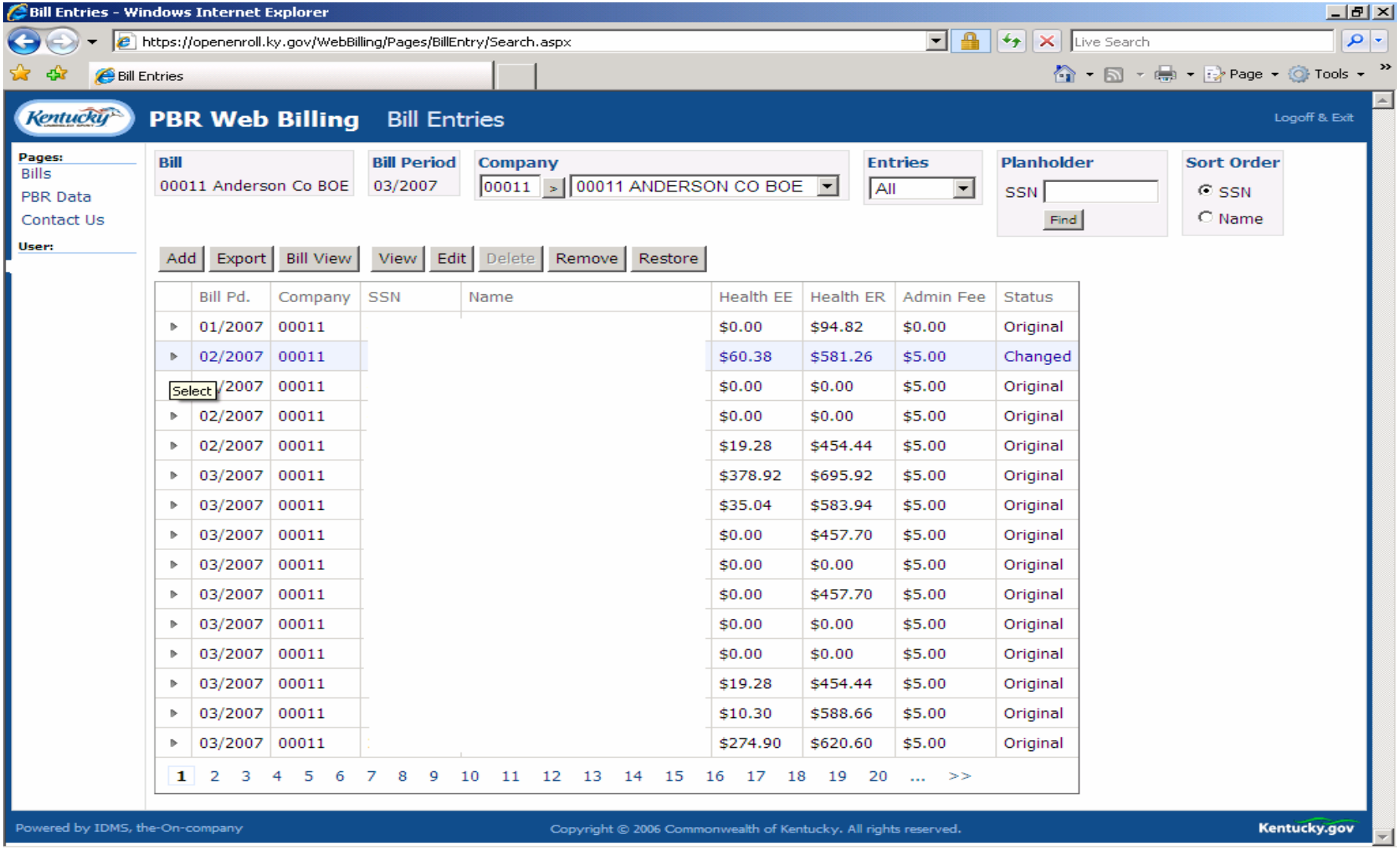


Edit the information that needs to be changed. If this person only paid half the premium for the month, you would enter 9.10 in the **changed box** by the **Health EE** field. You can also edit the **Source of Funds** (More on Source of Funds on page 34) for this person at this time. Enter a **comment** explaining why you are changing this entry. An example would be paying half premium. Select **Save** to keep the entry, or **Cancel** to disregard. Selecting **Save** or **Cancel** will return you to the **Bill Entry** screen.



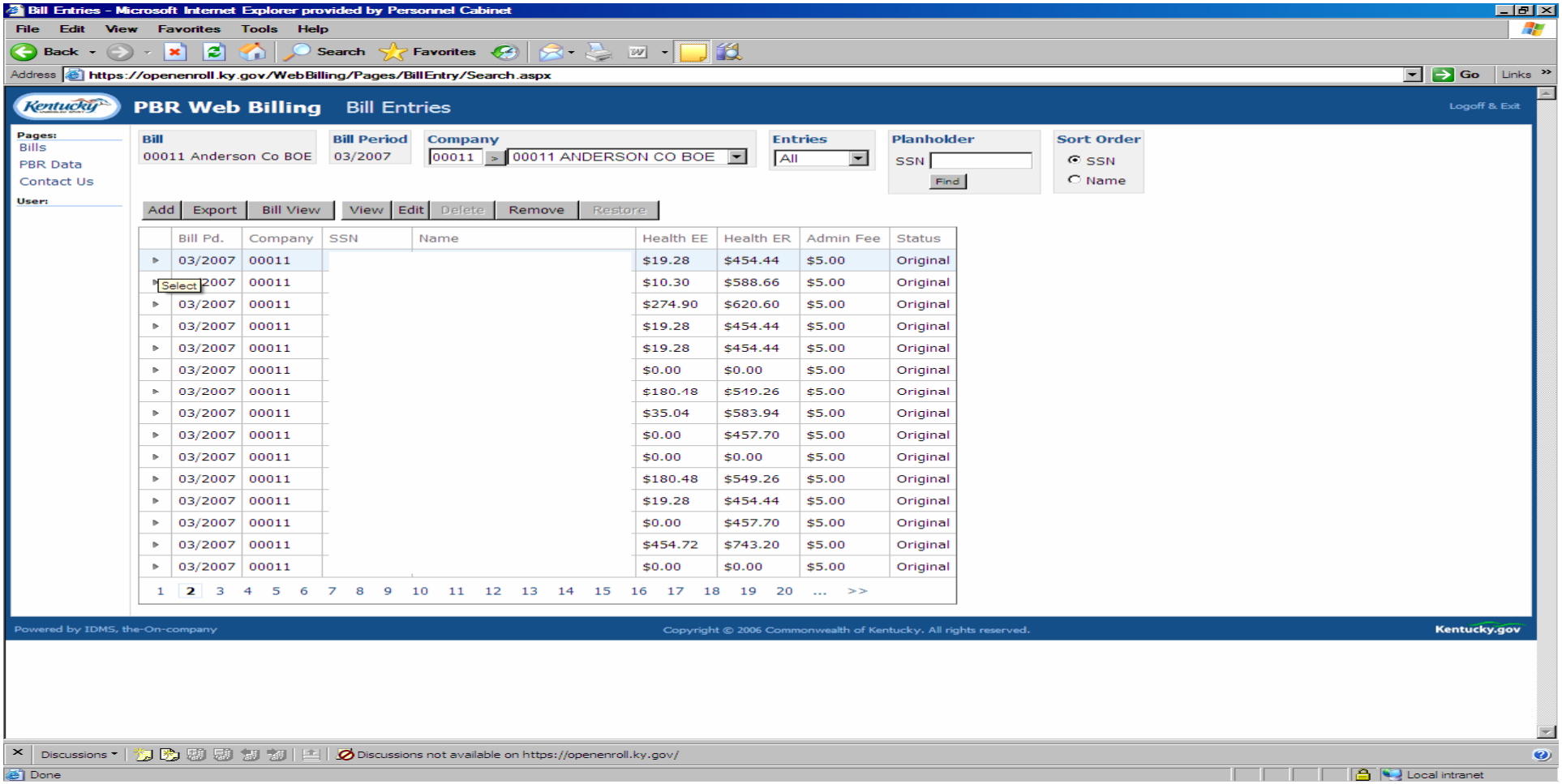
TO VIEW THE ENTRY JUST MADE:

Select the employee by selecting the > to the left of the employee record and select **View**.



TO REMOVE AN ENTRY FROM THE BILL:

To remove an employee record from a bill, select the > on the employee entry. Once the entry is highlighted blue, select **remove**.

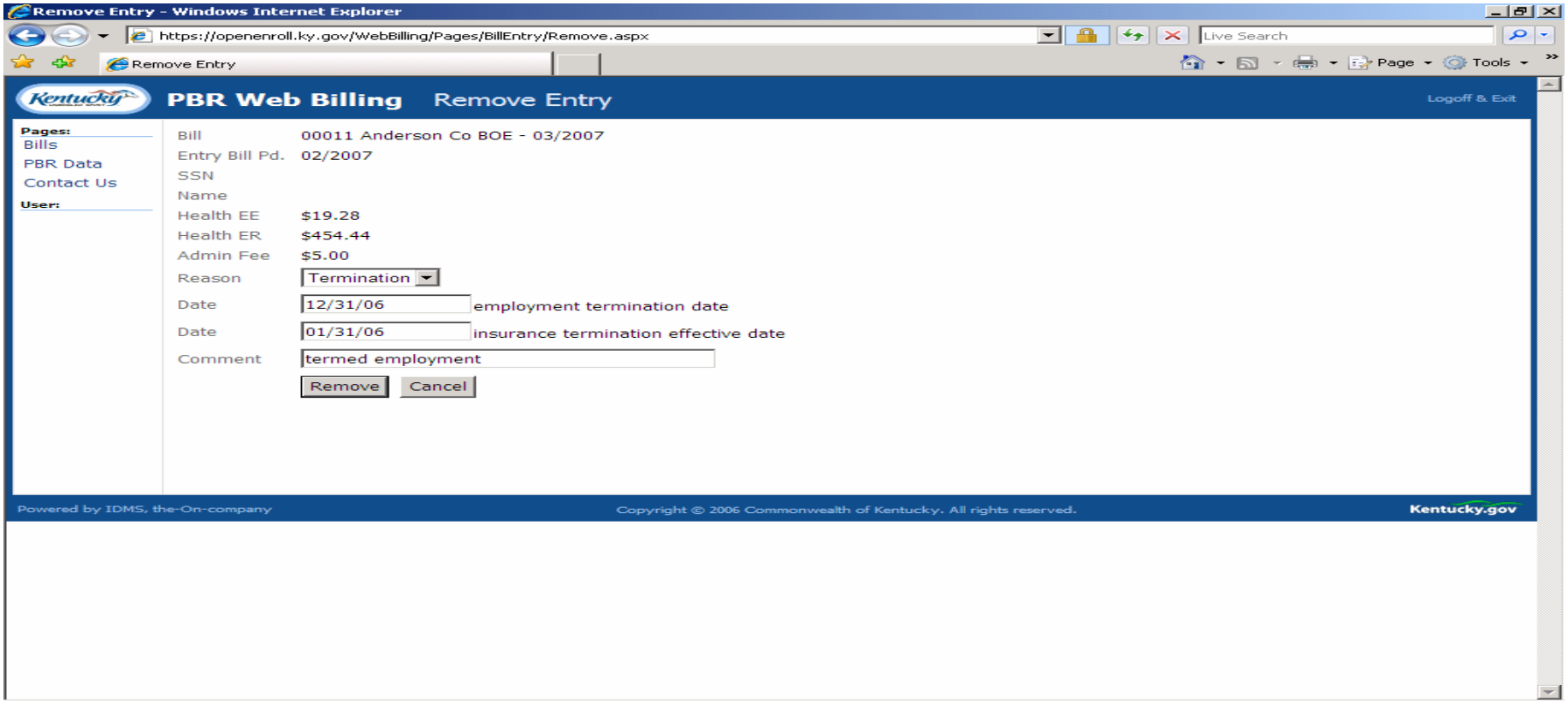


Select a reason why you will be removing the individual from the bill. You can select from **Termination**, **Transfer** or **Other**. Enter the **employment termination date** and the **insurance termination date** and a **comment**.

If the employee transferred out of your company, select **Transfer**. If the employee terminated employment, select **Terminate**. Select **Other** if there is another reason the person needs to be removed from the bill.

You will need to enter **the employment termination date**, the **insurance termination effective date** and a **comment**.

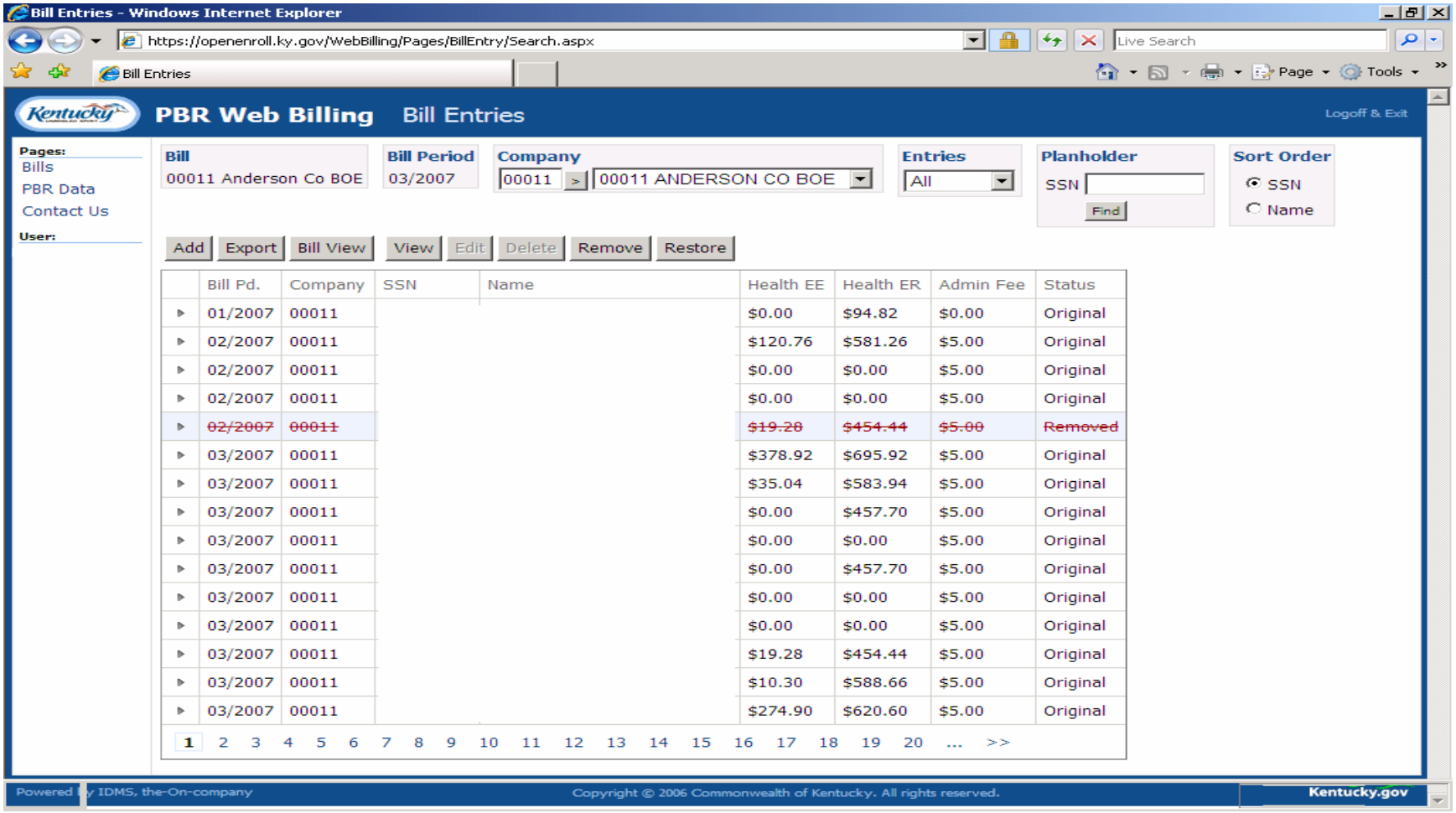
When you complete the entry, select **Remove** to save the information. You may also select **Cancel** and the original entry will remain. Selecting **Remove** or **Cancel** will take you back to the **Bill Entries**.



Select remove.

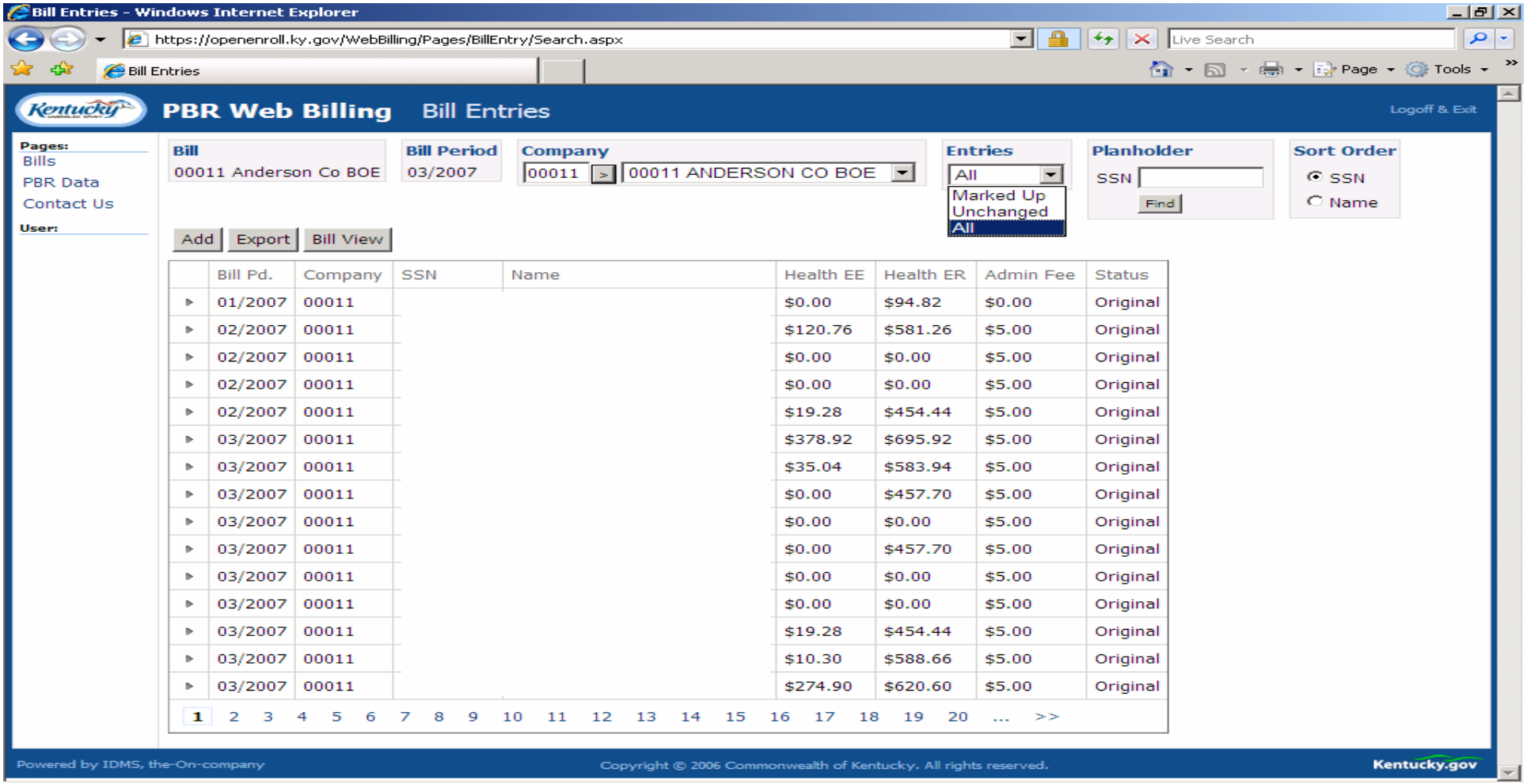
TO RESTORE A CHANGED OR REMOVED ENTRY:

An entry that has been **Changed** or **Removed** can be restored to the original entry. To do this, select > by the employee that you would like to restore and select **Restore**.

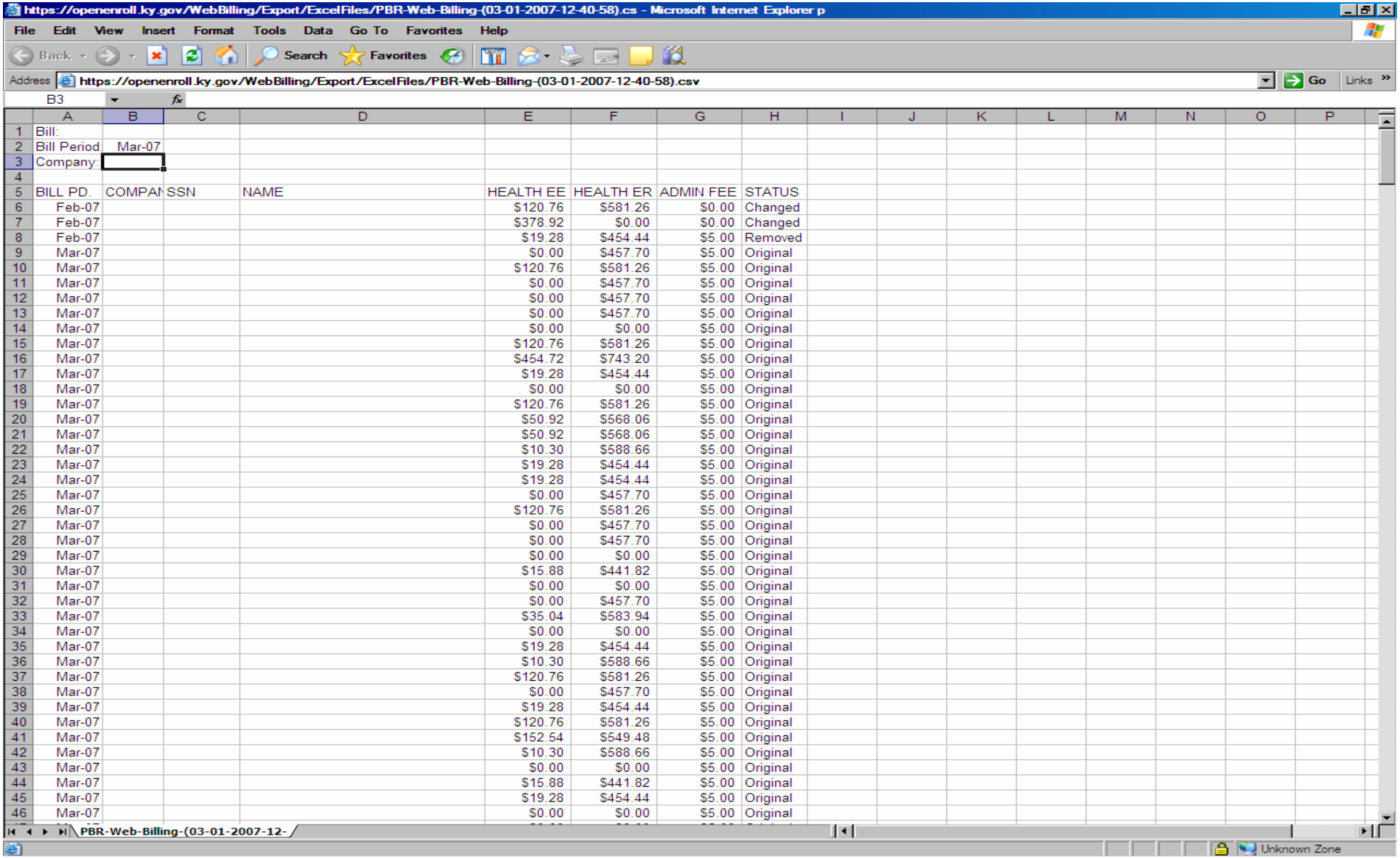


The entry will return to the original status.

After all the mark ups have been completed, please select the **Entries** drop down at the top of the screen. If you select **Marked Up**, this will show you everyone that you have removed or added on your bill. This can be used to make sure the individuals will get termed either by the online enrollment system or by an update form being submitted to the Department of Employee Insurance. This sheet will need to be taken to the Insurance Coordinator to get corrected.



After you have completed your bill edits, you may **Export** the entries again to print out a copy of the edited bill. This will allow you to view the entry changes and the new total that you will be submitting to the Financial Management Branch.



https://openenroll.ky.gov/WebBilling/Export/ExcelFiles/PBR-Web-Billing-(03-01-2007-12-40-58).cs - Microsoft Internet Explorer p

File Edit View Insert Format Tools Data Go To Favorites Help

Back Search Favorites

Address https://openenroll.ky.gov/WebBilling/Export/ExcelFiles/PBR-Web-Billing-(03-01-2007-12-40-58).csv Go Links

B3

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Bill:															
2	Bill Period:	Mar-07														
3	Company:															
4																
5	BILL PD.	COMPAN	SSN	NAME	HEALTH EE	HEALTH ER	ADMIN FEE	STATUS								
6	Feb-07				$120.76	$581.26	$0.00	Changed								
7	Feb-07				$378.92	$0.00	$0.00	Changed								
8	Feb-07				$19.28	$454.44	$5.00	Removed								
9	Mar-07				$0.00	$457.70	$5.00	Original								
10	Mar-07				$120.76	$581.26	$5.00	Original								
11	Mar-07				$0.00	$457.70	$5.00	Original								
12	Mar-07				$0.00	$457.70	$5.00	Original								
13	Mar-07				$0.00	$457.70	$5.00	Original								
14	Mar-07				$0.00	$0.00	$5.00	Original								
15	Mar-07				$120.76	$581.26	$5.00	Original								
16	Mar-07				$454.72	$743.20	$5.00	Original								
17	Mar-07				$19.28	$454.44	$5.00	Original								
18	Mar-07				$0.00	$0.00	$5.00	Original								
19	Mar-07				$120.76	$581.26	$5.00	Original								
20	Mar-07				$50.92	$568.06	$5.00	Original								
21	Mar-07				$50.92	$568.06	$5.00	Original								
22	Mar-07				$10.30	$588.66	$5.00	Original								
23	Mar-07				$19.28	$454.44	$5.00	Original								
24	Mar-07				$19.28	$454.44	$5.00	Original								
25	Mar-07				$0.00	$457.70	$5.00	Original								
26	Mar-07				$120.76	$581.26	$5.00	Original								
27	Mar-07				$0.00	$457.70	$5.00	Original								
28	Mar-07				$0.00	$457.70	$5.00	Original								
29	Mar-07				$0.00	$0.00	$5.00	Original								
30	Mar-07				$15.88	$441.82	$5.00	Original								
31	Mar-07				$0.00	$0.00	$5.00	Original								
32	Mar-07				$0.00	$457.70	$5.00	Original								
33	Mar-07				$35.04	$583.94	$5.00	Original								
34	Mar-07				$0.00	$0.00	$5.00	Original								
35	Mar-07				$19.28	$454.44	$5.00	Original								
36	Mar-07				$10.30	$588.66	$5.00	Original								
37	Mar-07				$120.76	$581.26	$5.00	Original								
38	Mar-07				$0.00	$457.70	$5.00	Original								
39	Mar-07				$19.28	$454.44	$5.00	Original								
40	Mar-07				$120.76	$581.26	$5.00	Original								
41	Mar-07				$152.54	$549.48	$5.00	Original								
42	Mar-07				$10.30	$588.66	$5.00	Original								
43	Mar-07				$0.00	$0.00	$5.00	Original								
44	Mar-07				$15.88	$441.82	$5.00	Original								
45	Mar-07				$19.28	$454.44	$5.00	Original								
46	Mar-07				$0.00	$0.00	$5.00	Original								

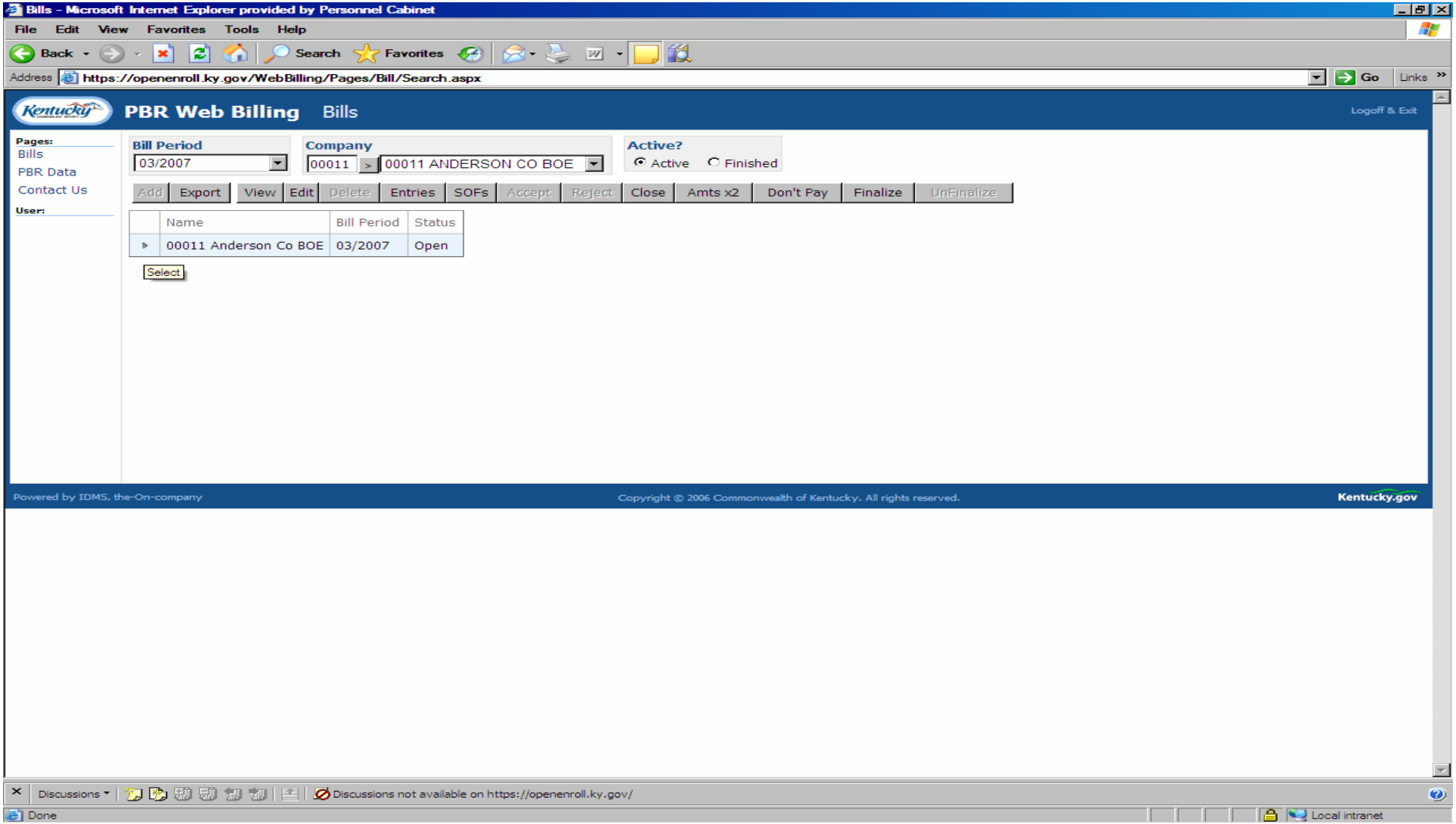
PBR-Web-Billing-(03-01-2007-12-

Unknown Zone

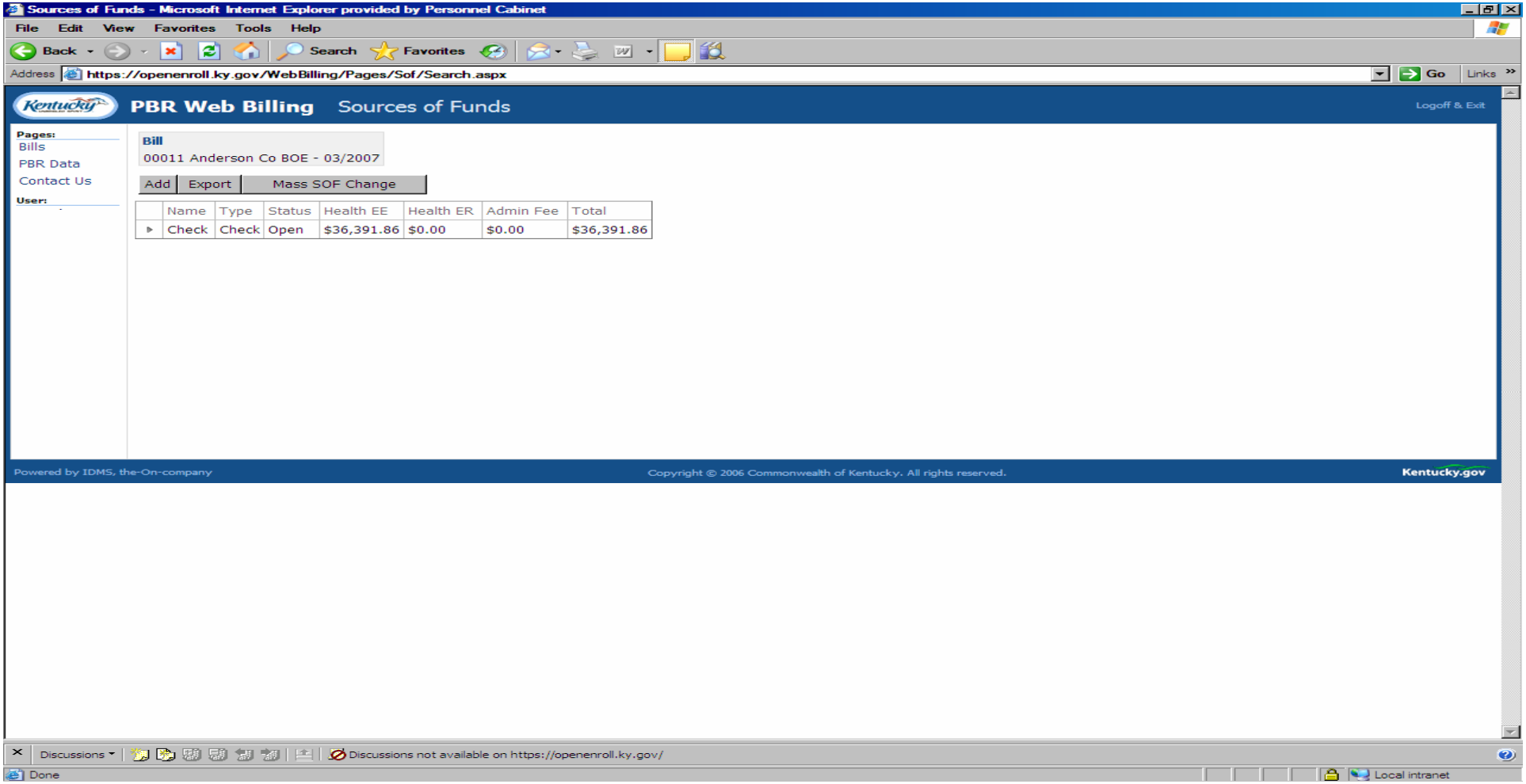
SOURCE OF FUNDS (SOF'S):

Source of Funds refers to the origin of payment for the bill. A majority of groups are defaulted to C**heck** at this time. For the Companies that send Wires or ACH transaction(s) are set up as an ACH transaction.

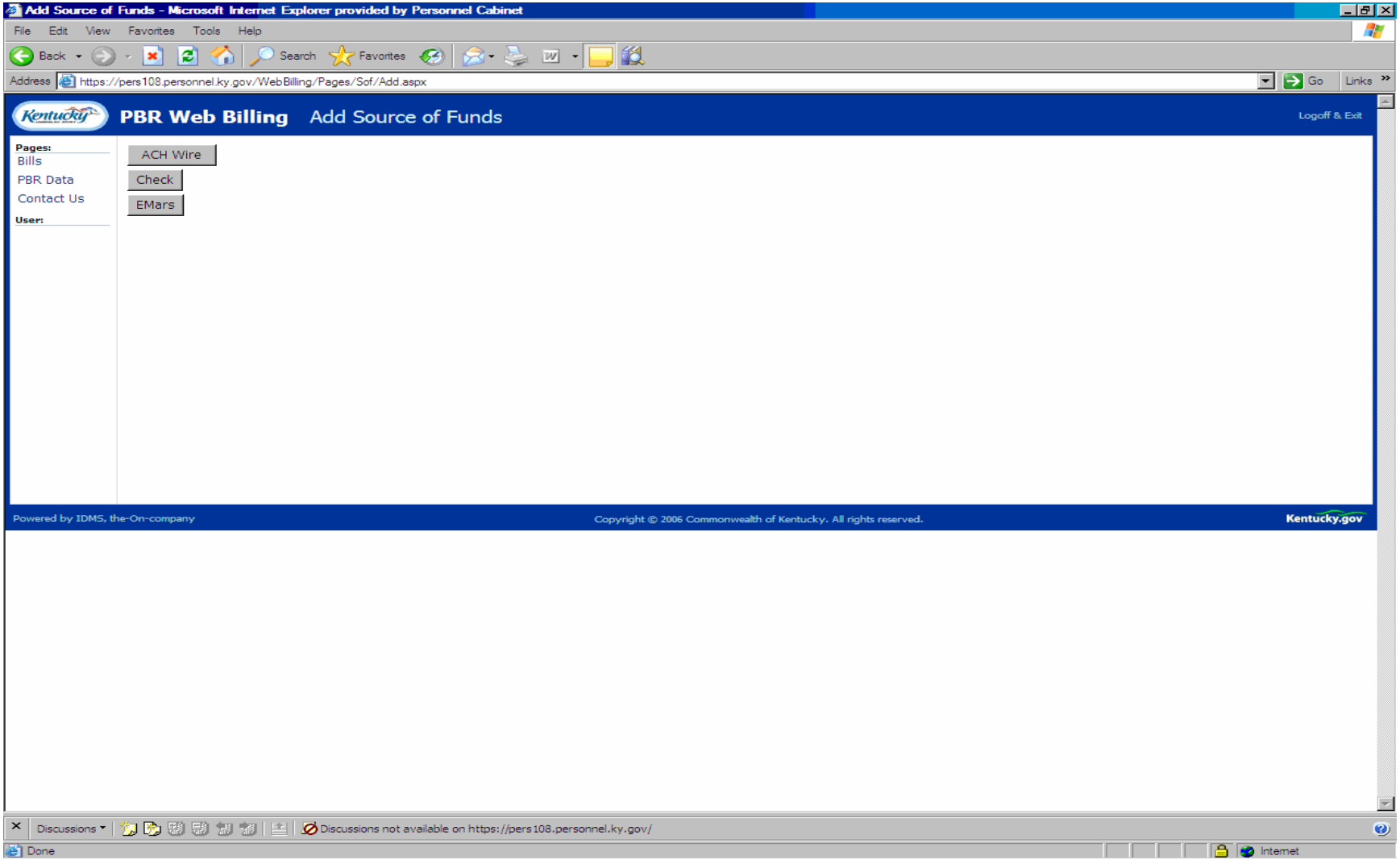
To **View** or to **Add** a new **Source of Funds**, select > by the bill you would like to change and select **SOF's**.



This screen displays the **Source of Funds** that are available. You can add **Source of Funds** and **Export** this as well. To add a **Source of Funds**, select the **Add** button.



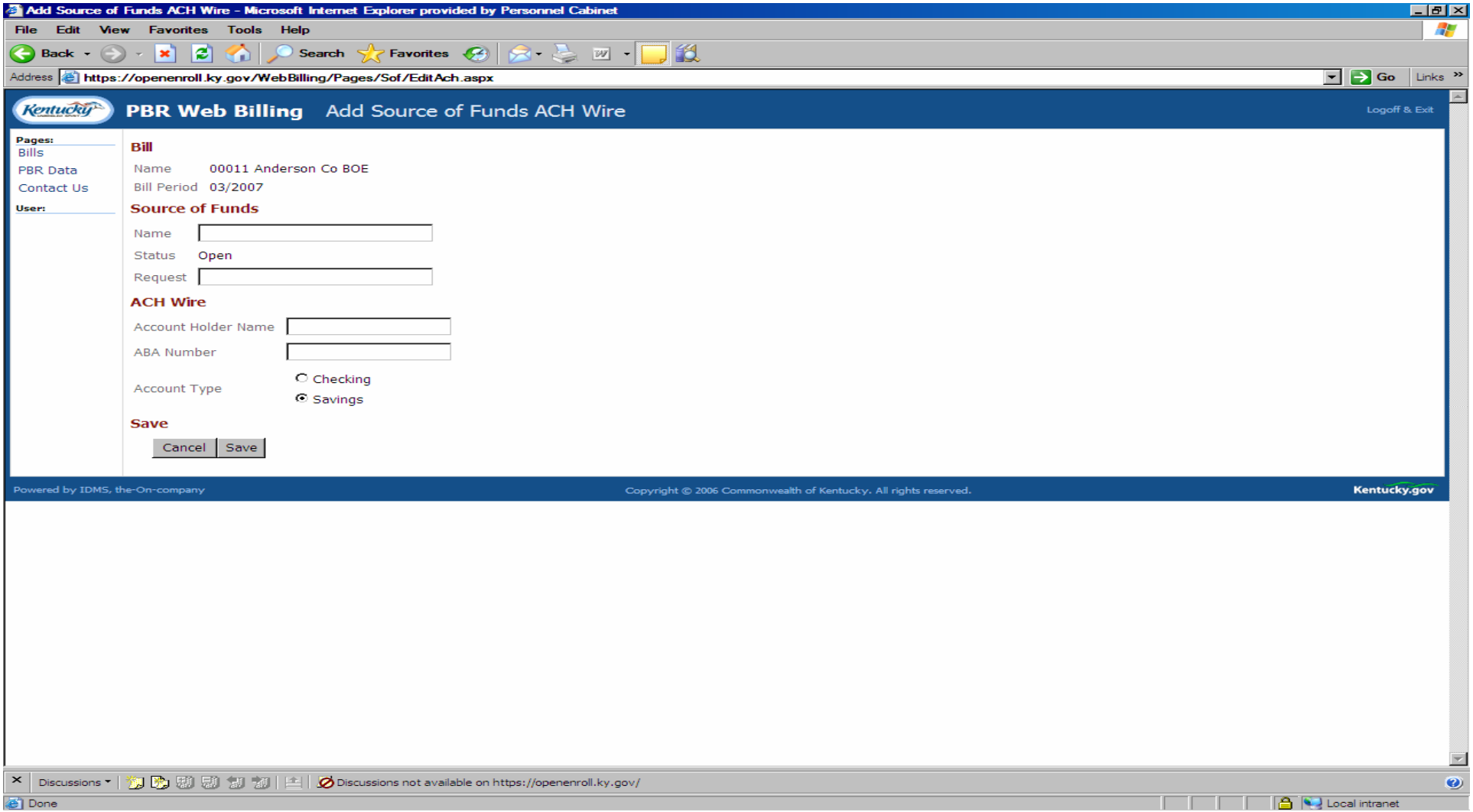
There are three **Source of Funds options:** **ACH Wire**, **Check**, or **Emars**. **Emars** will be used by state agencies that have access to the State Emars system.



ADD ACH WIRE AS SOURCE OF FUNDS:

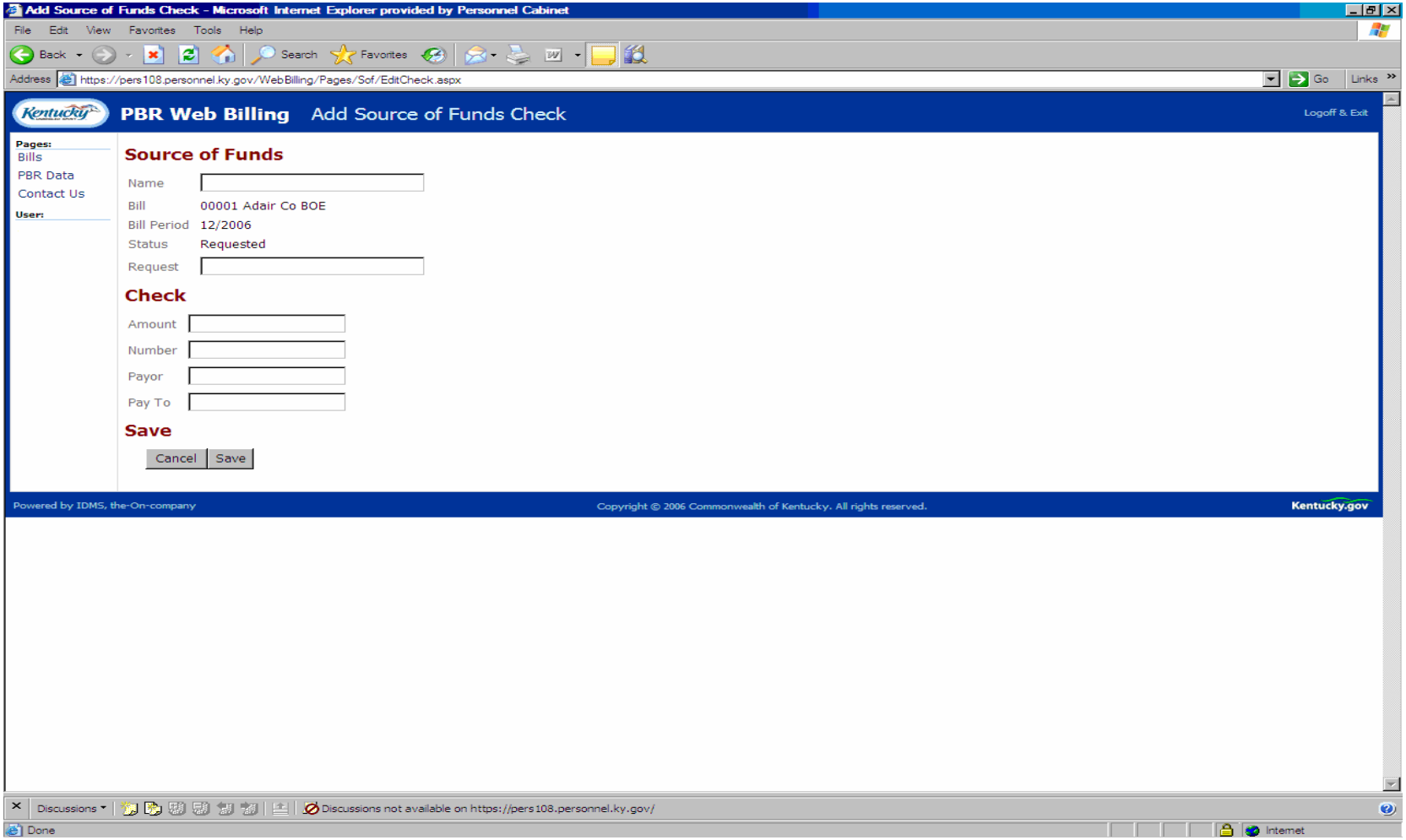
Select the **ACH Wire** button.

Enter the information on the screen and select **Save**. The **Account Holder Name** is the legal name of the company. The **ABA Number** is the bank routing number. We will not be storing the account numbers on our system. After you **Finalize** you will enter the **account number** and the **date** you would like it processed.



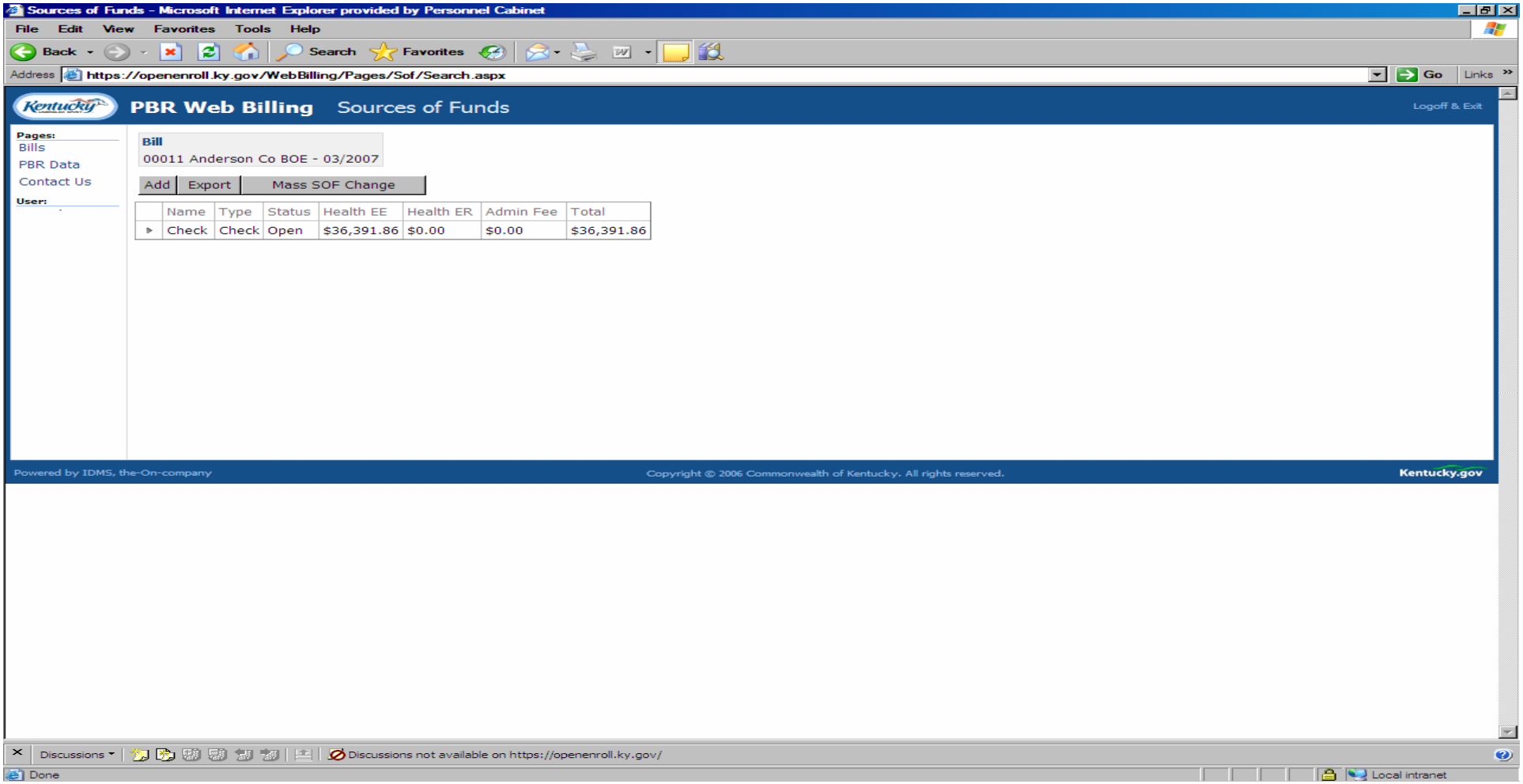
ADD CHECK AS SOURCE OF FUNDS:

Source of Funds:
Name – Should be person or agency the check needs to be applied to.
Request – This indicates the reason you are requesting to use this check.
Within the **Check** section, enter the information about the check.

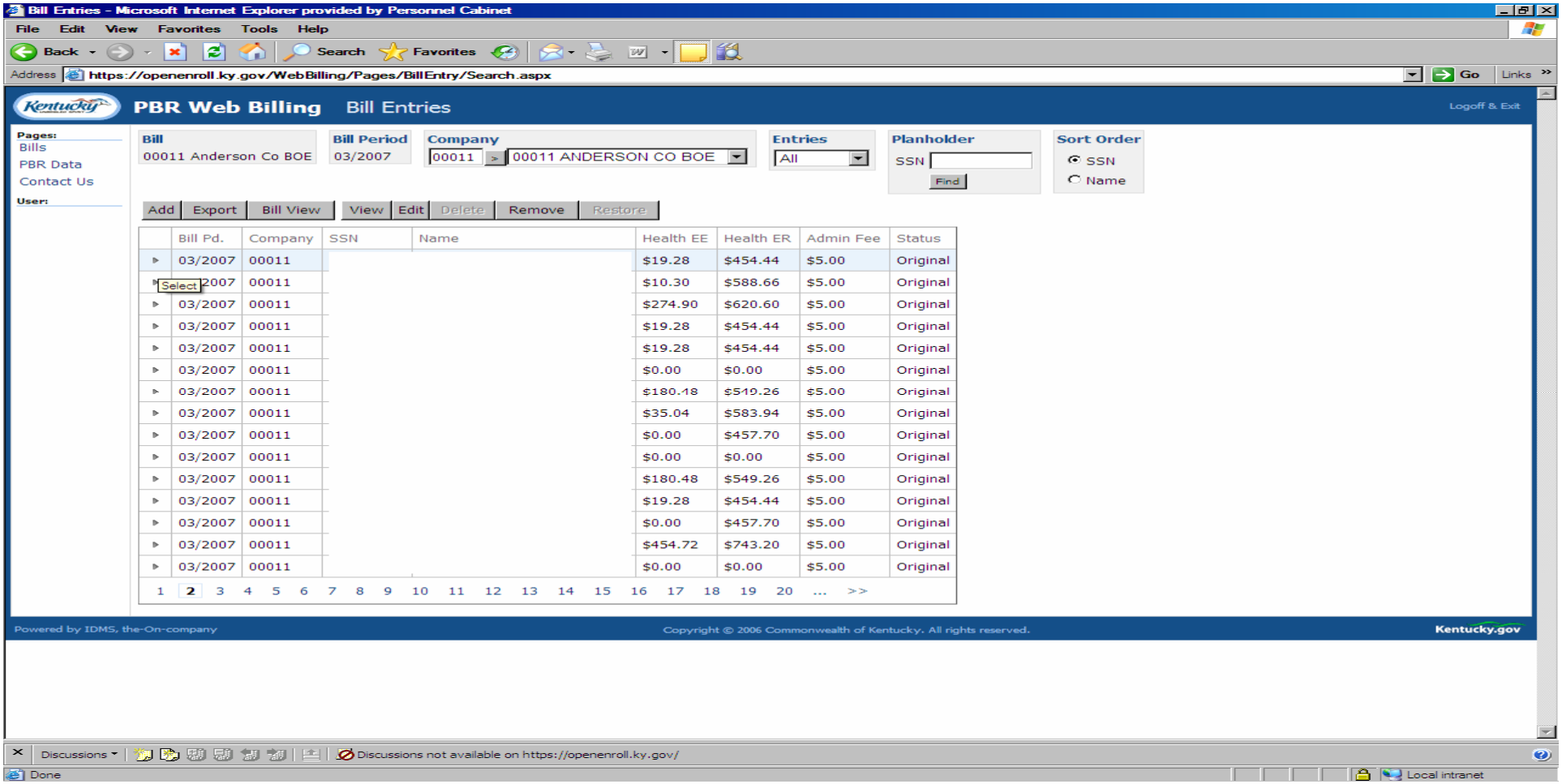


Select **Save** to keep the information you entered or **Cancel** to disregard. Selecting either of these options will return you to the **Source of Funds** screen.

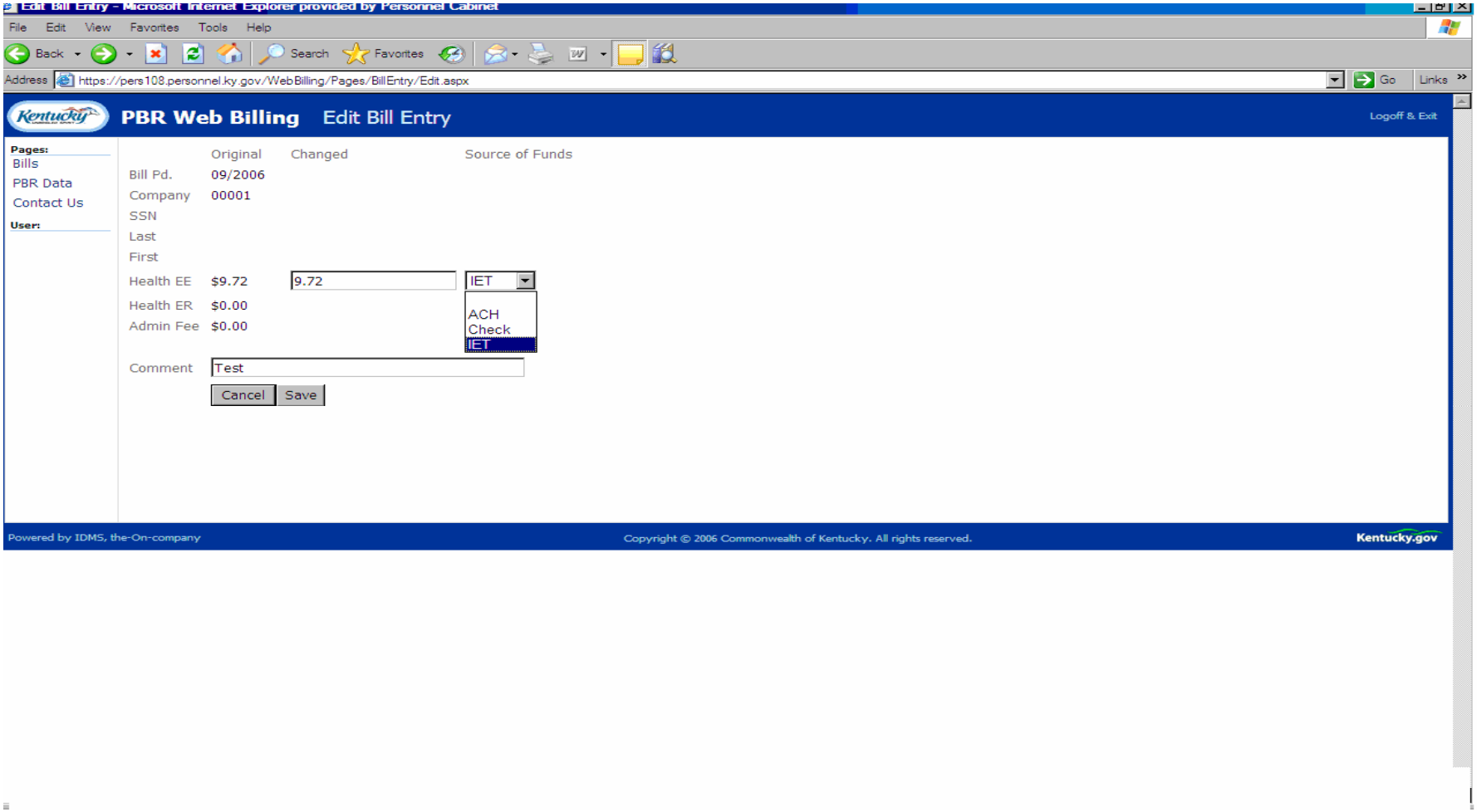
After requesting a **Source of Funds** as a **Check** or **Emars**, the request is sent to the Financial Management Branch (FMB) for approval. FMB will be checking for requested checks during the day and approving or rejecting them. Once the source of funds has been approved by FMB, it will be ready for your use. You will be able to tell when the request has been accepted by the Financial Management Branch because the status will change from **Requested** to **Open** if accepted, or rejected, if the check was rejected.



To use the approved requested check for an employee, select > to the left the employee line on the bill entries, and select **Edit**.



Selecting **Edit** will return you to the **Edit Bill Entry** screen. Select the drop down menu in the **Source of Funds** column and select the **funds** you would like to use for this employee and enter a **Comment**. If you named the check, and the person it should apply to, the name will appear in the drop down box.

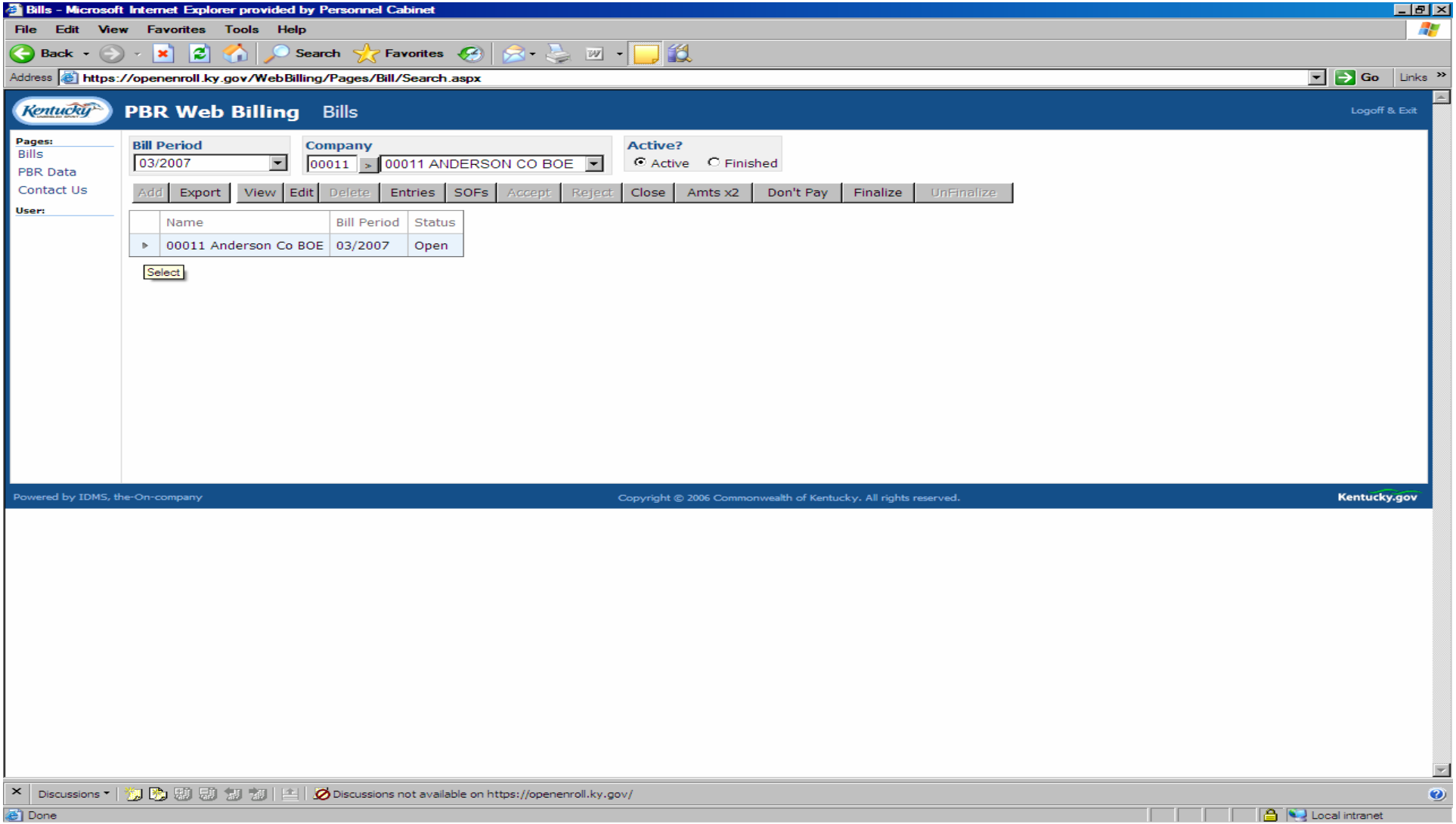


Select **Save** to save the information or **Cancel** to disregard the information and the program will return you to the **Bill Entry** screen.

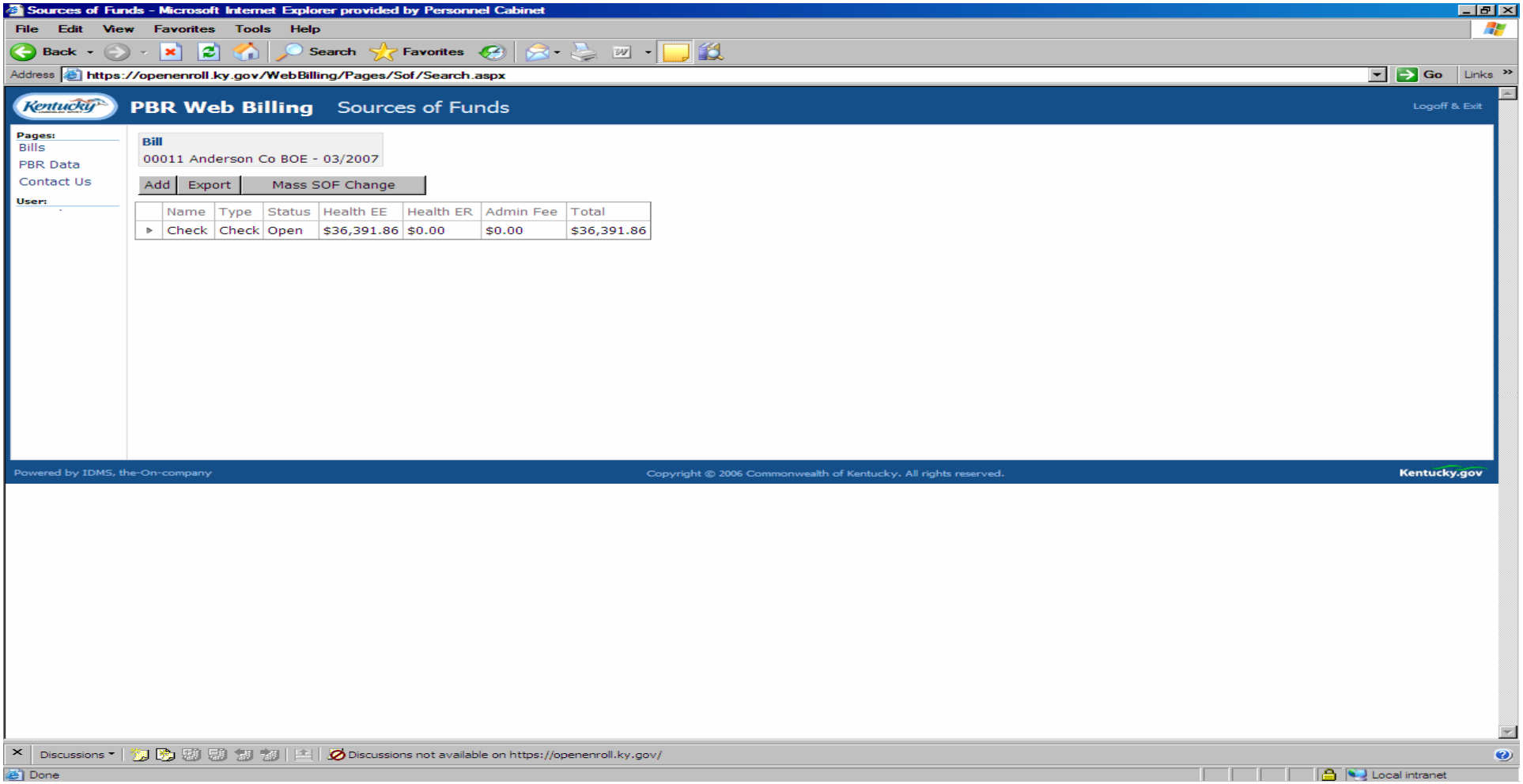
MASS SOURCE OF FUNDS CHANGE:

If you decide that your agency would like to switch to a different default **Source of Funds** for the month, you can adjust all the entries to reflect the change.

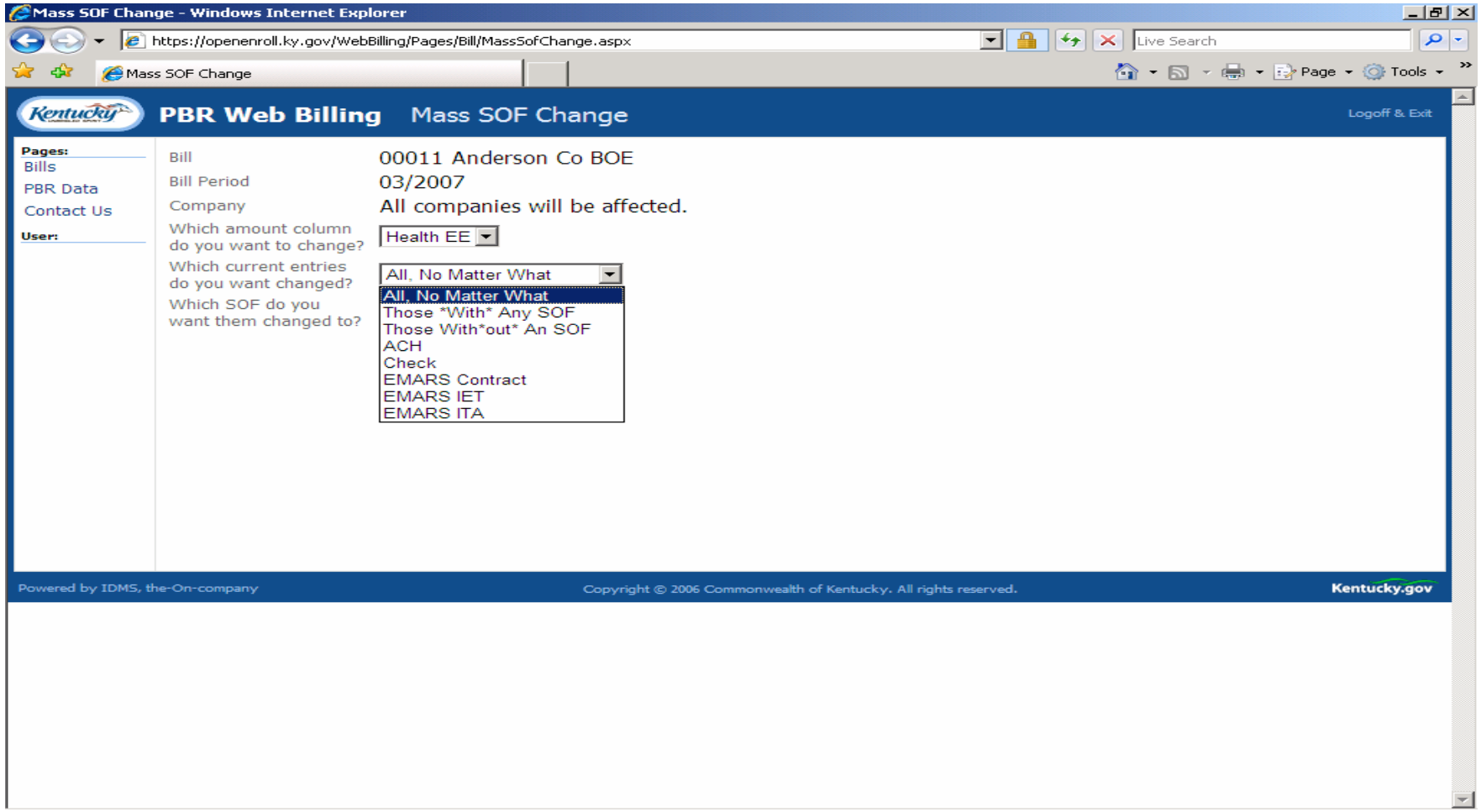
To make a change, select the Bill, then select, **SOF's**.



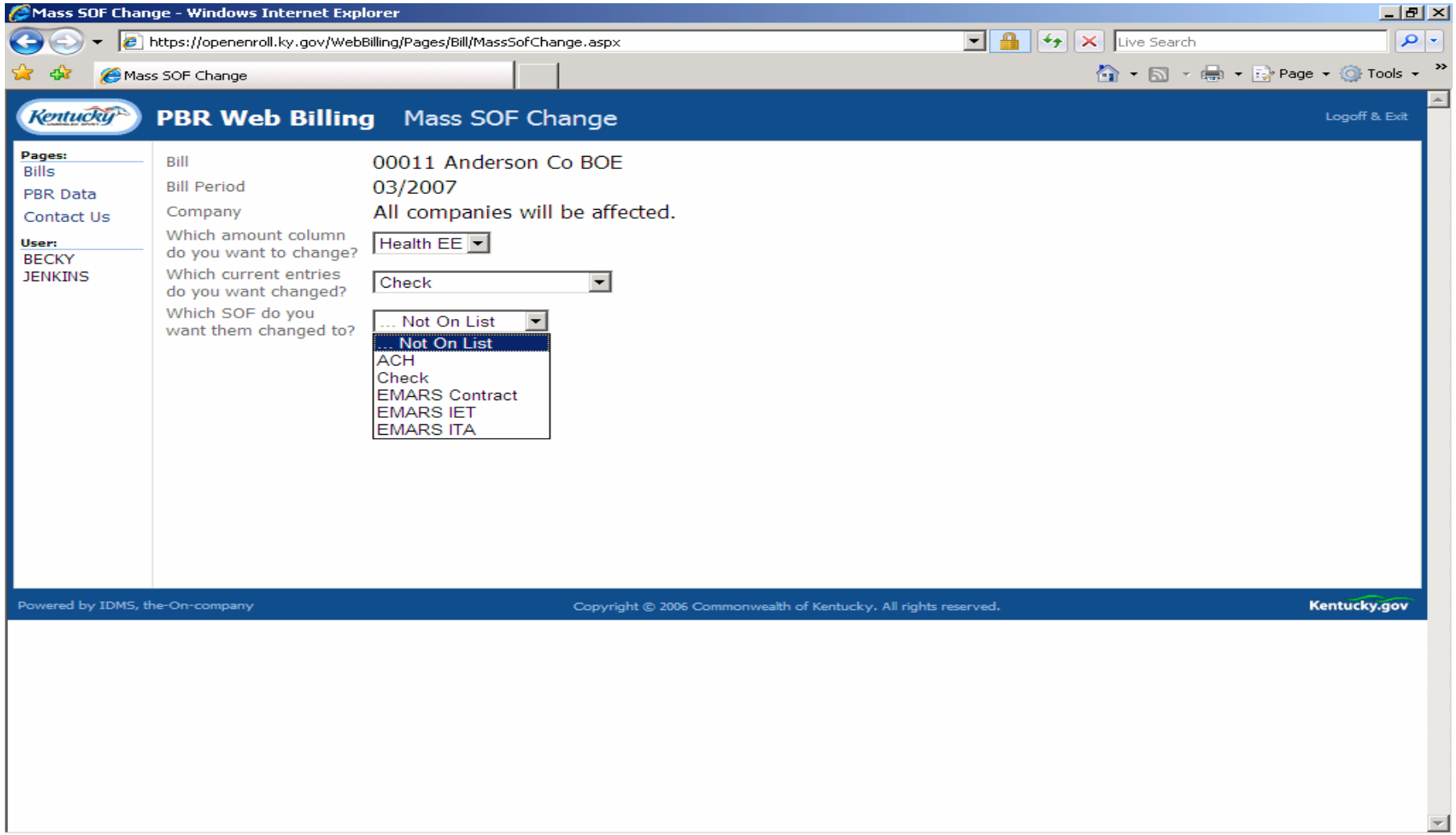
On the **SOF's** screen, select **Mass SOF Change**.

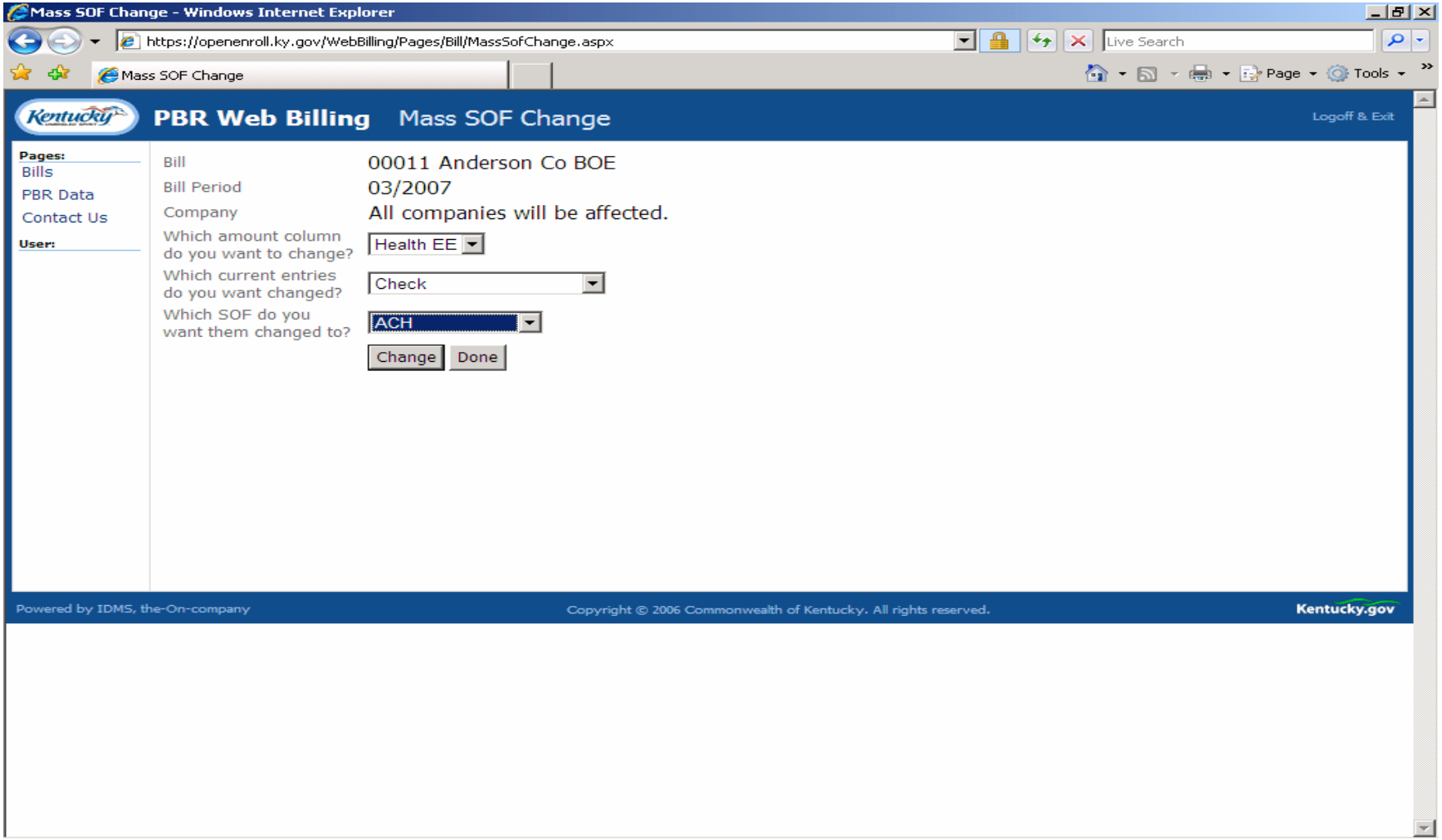


You will need to select the **amount column** you would like to change, the **current entries** you would like to change, and the **SOF** you would like to change them too.

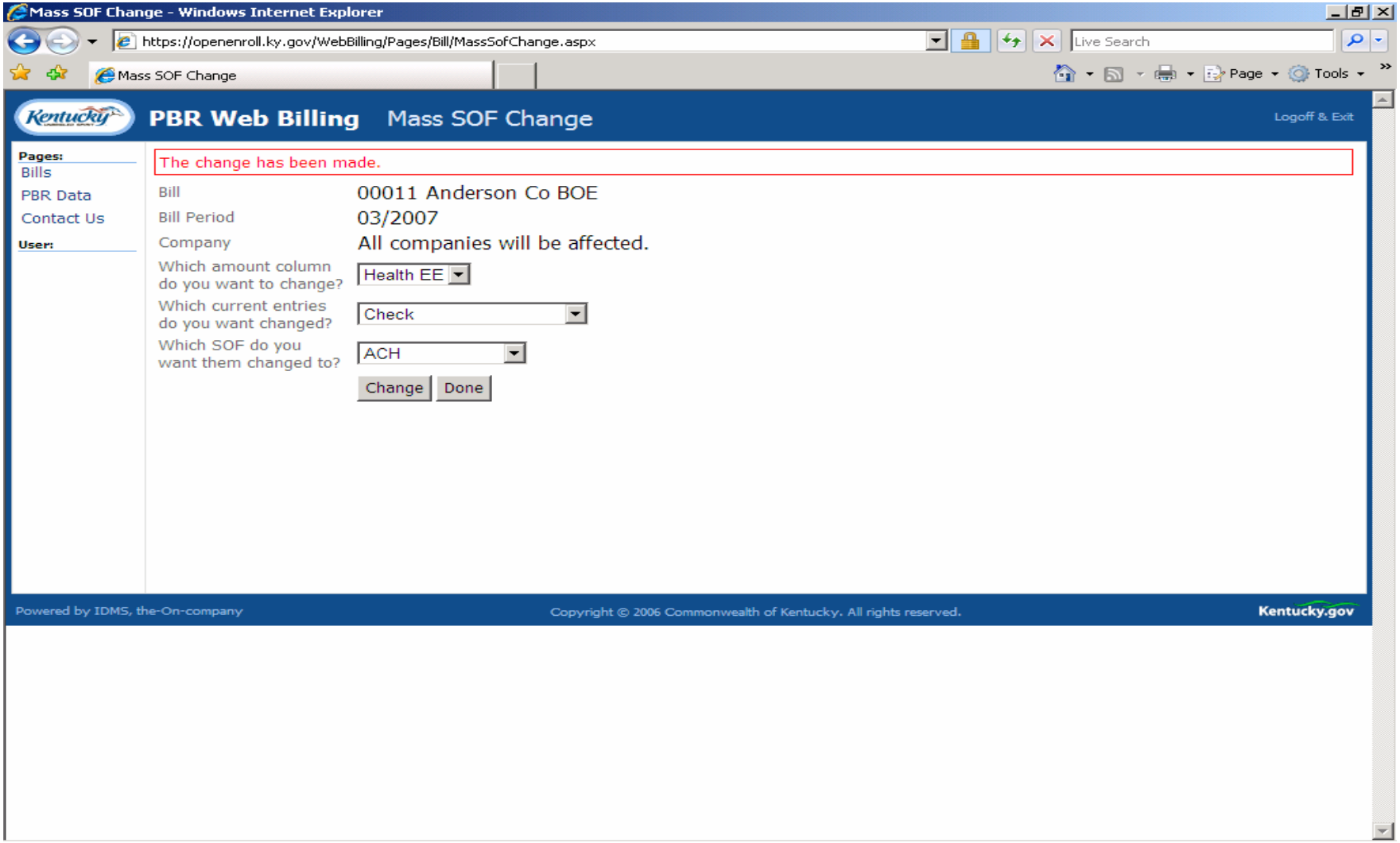


This screen displays the **Which SOF do you want them changed to**?





Select **Change**.



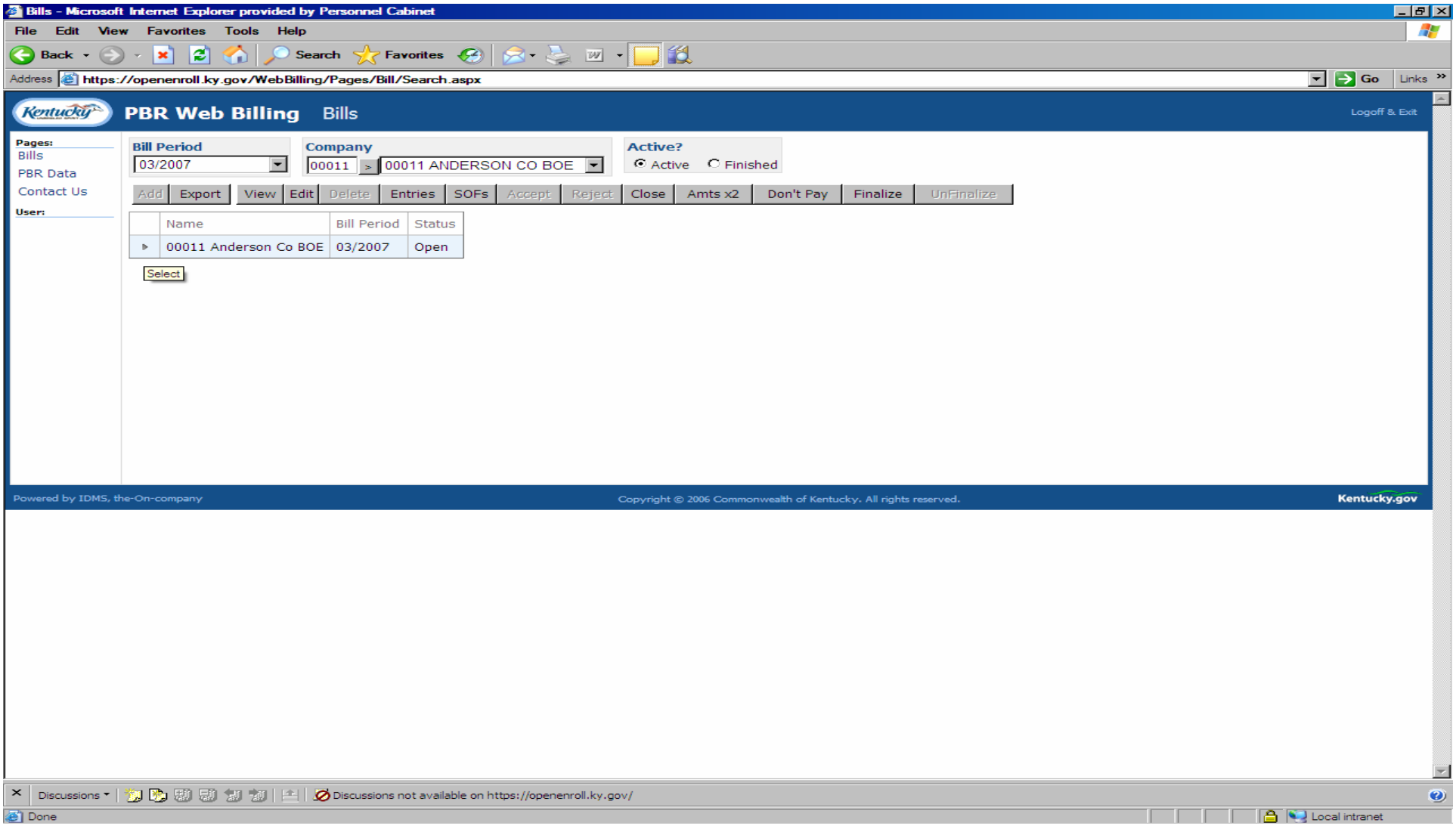
An agency that needs to adjust the amount columns for more than one item will need to select each amount and change them. After changing all the amounts that you need to change, select **done**. This will return you to the **SOF** screen.

It may take a few minutes for the amounts to change from the defaulted SOF to the changed SOF. There is a background process that will re-calculate those totals and make the adjustment to the new SOF.

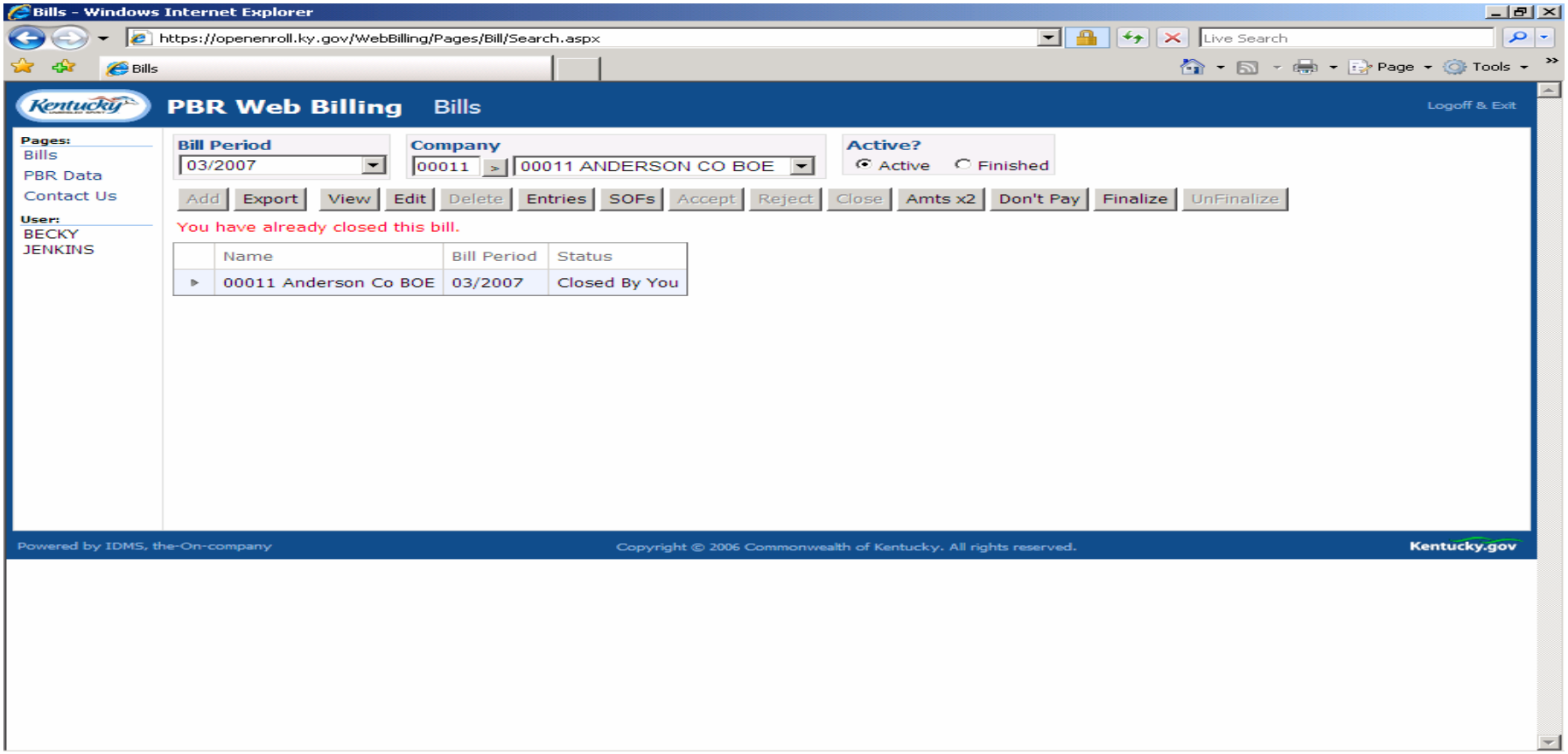
Once you have completed the mark ups and the SOF's, and you confirm your totals, you are ready to close the bill.

CLOSING A BILL:

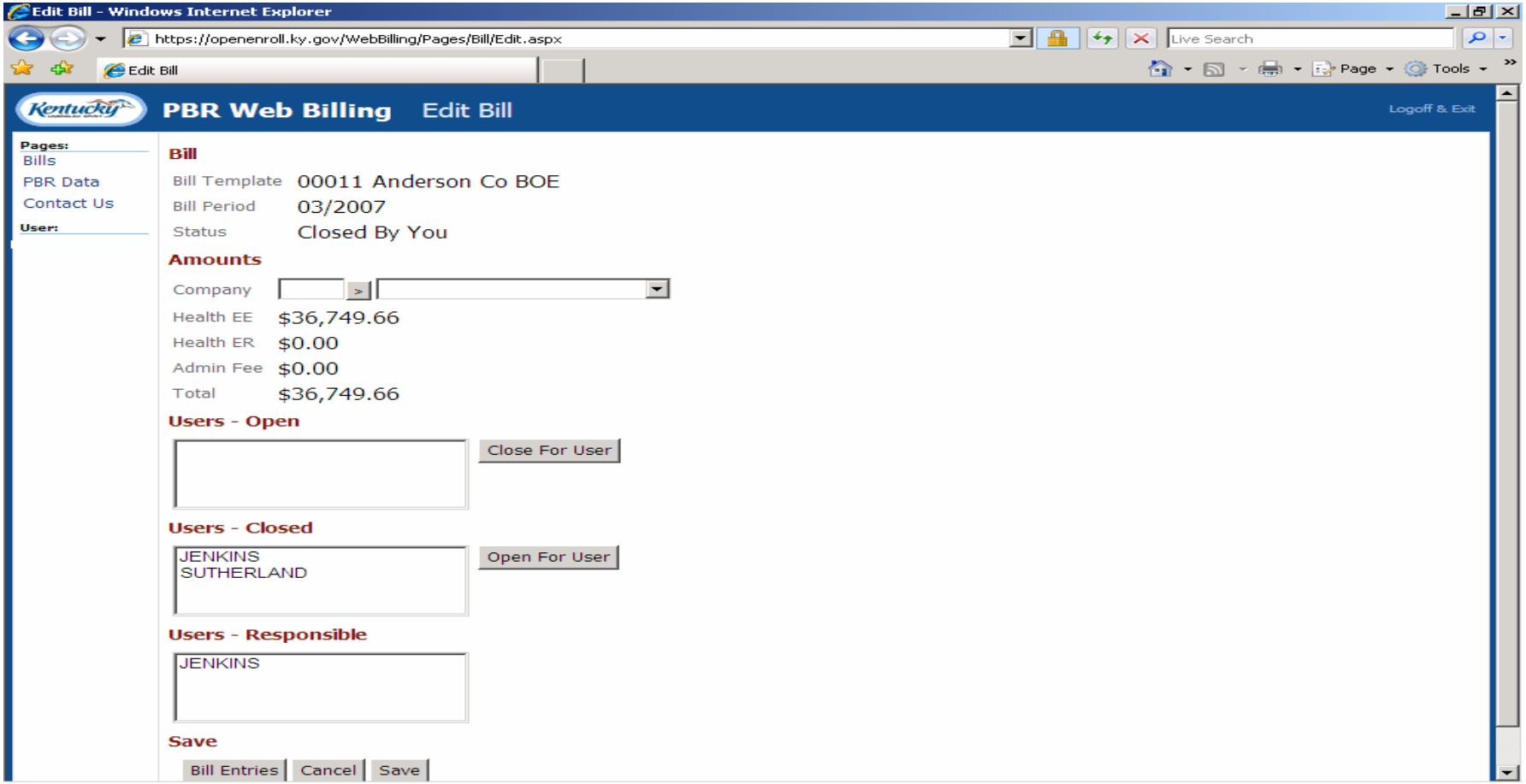
To close a bill, return to the **Bill** screen and select the bill you would like to close and select **Close**.



After selecting **Close**, the status will change to **Closed by You**.

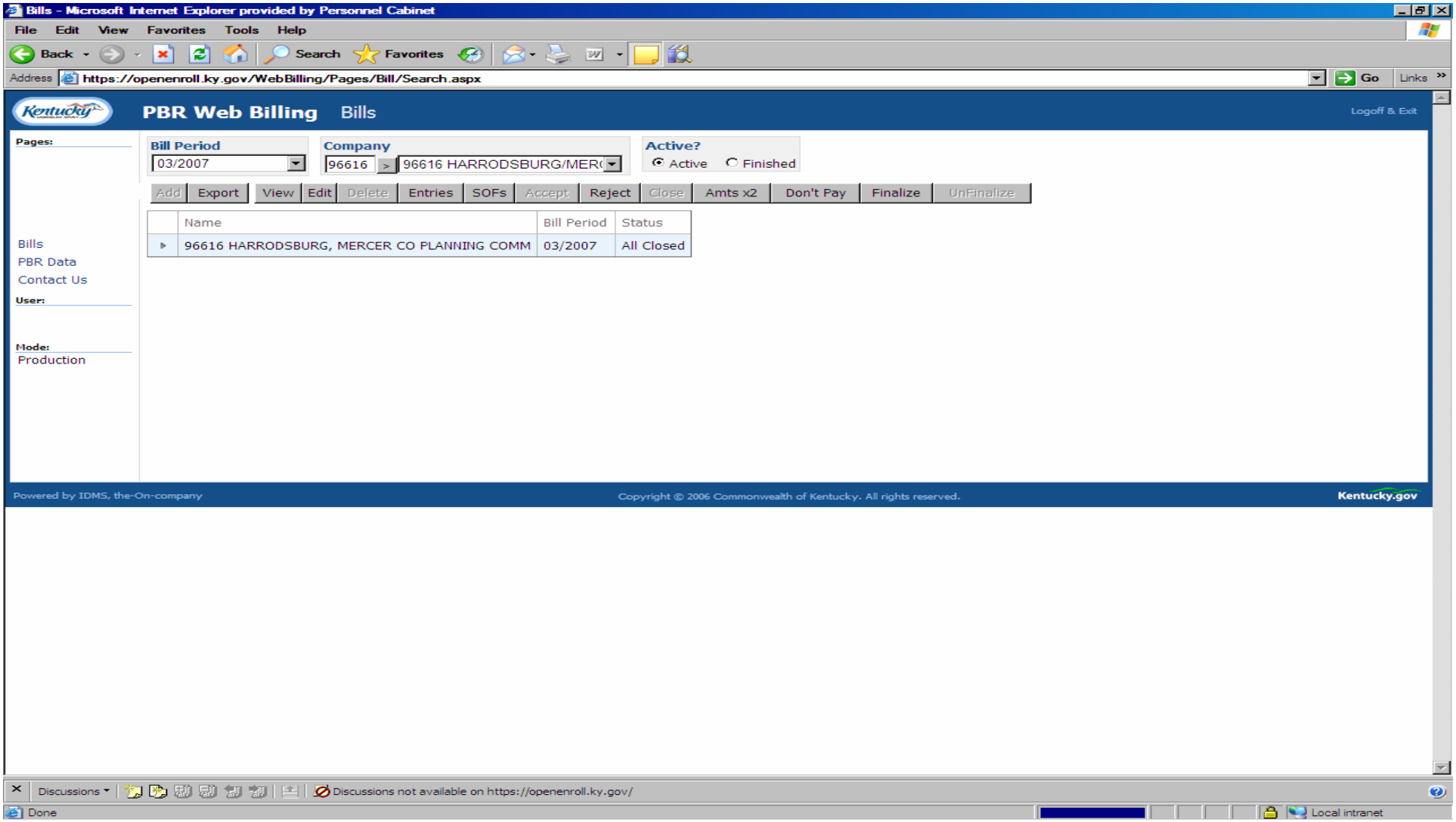


To view who still needs to close the bill, select the **Bill** and hit **View**. See Page 13 to view this screen. The FO can reopen the bill if changes need to be made after the bills closed. All users that are still listed in the **Users – Open** box will be required to close the bill before the FO can complete the process.



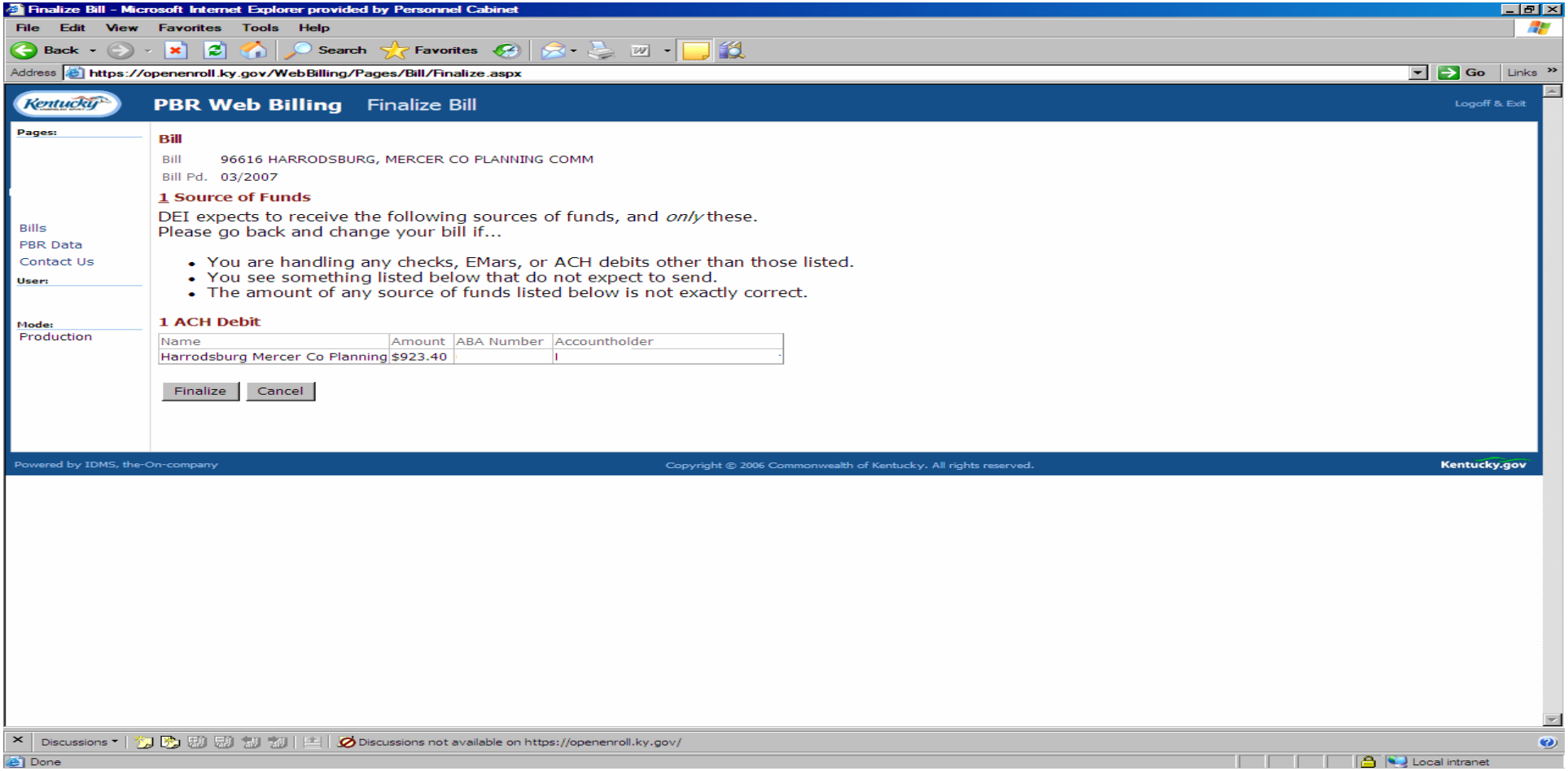
After all users have closed the bill, the bill status will display **ALL CLOSED**. The Financial Officer will need to finalize the bill now.

The FO needs to select > to the left of the bill they wish to finalize and select **Finalize**.



This is the **Finalize** screen. It displays the bill and the month you will be paying for. It will indicate if there is an error and the FO will not have the option to finalize if there is an error.

If you receive an error, select **Cancel** and correct the error. Once the errors have been corrected, the FO can return to the **Finalize** screen. If all the data on the screen is correct, select **Finalize**.

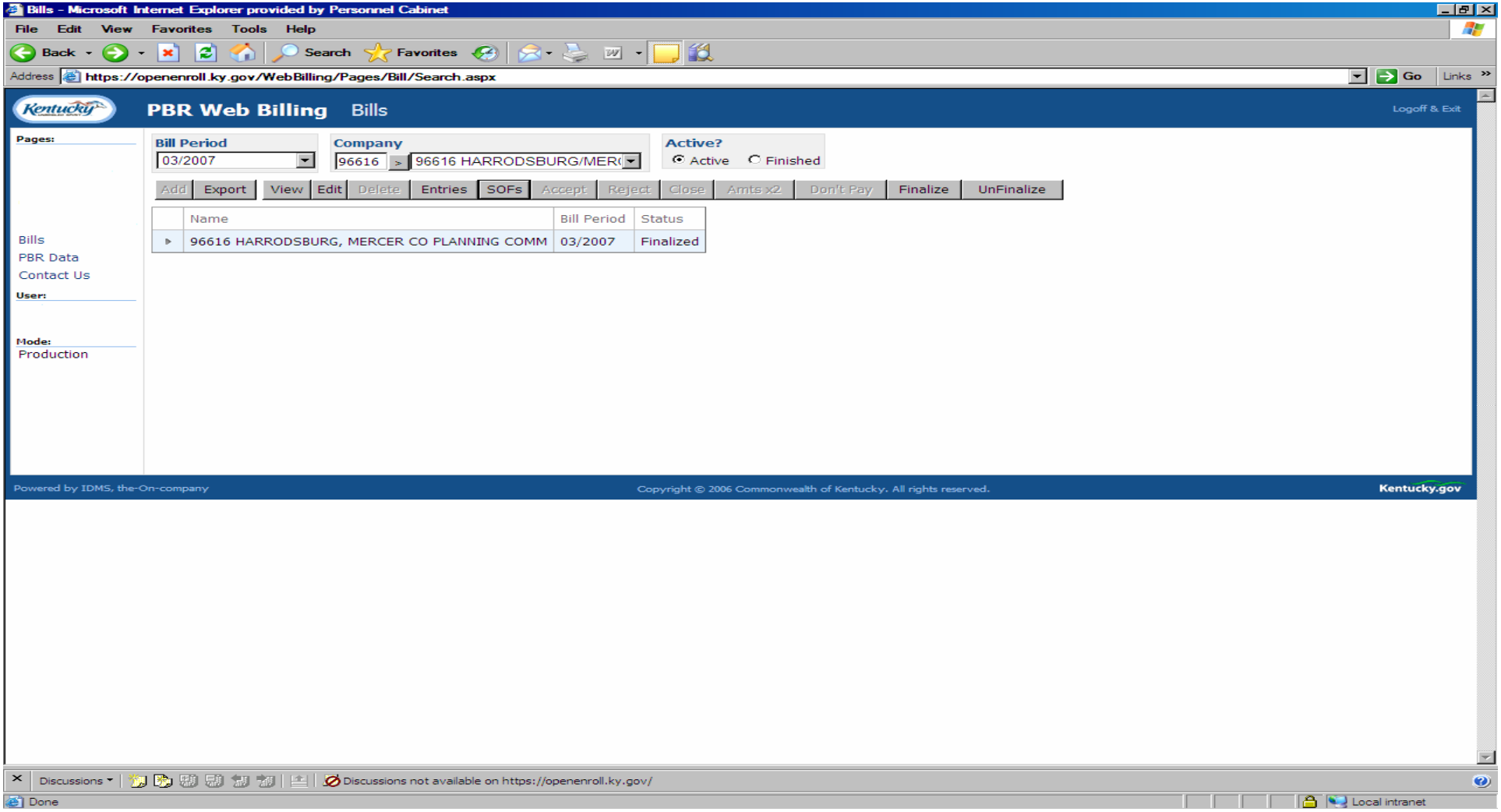


After the FO finalizes the bill, the status will change to **Finalize**.

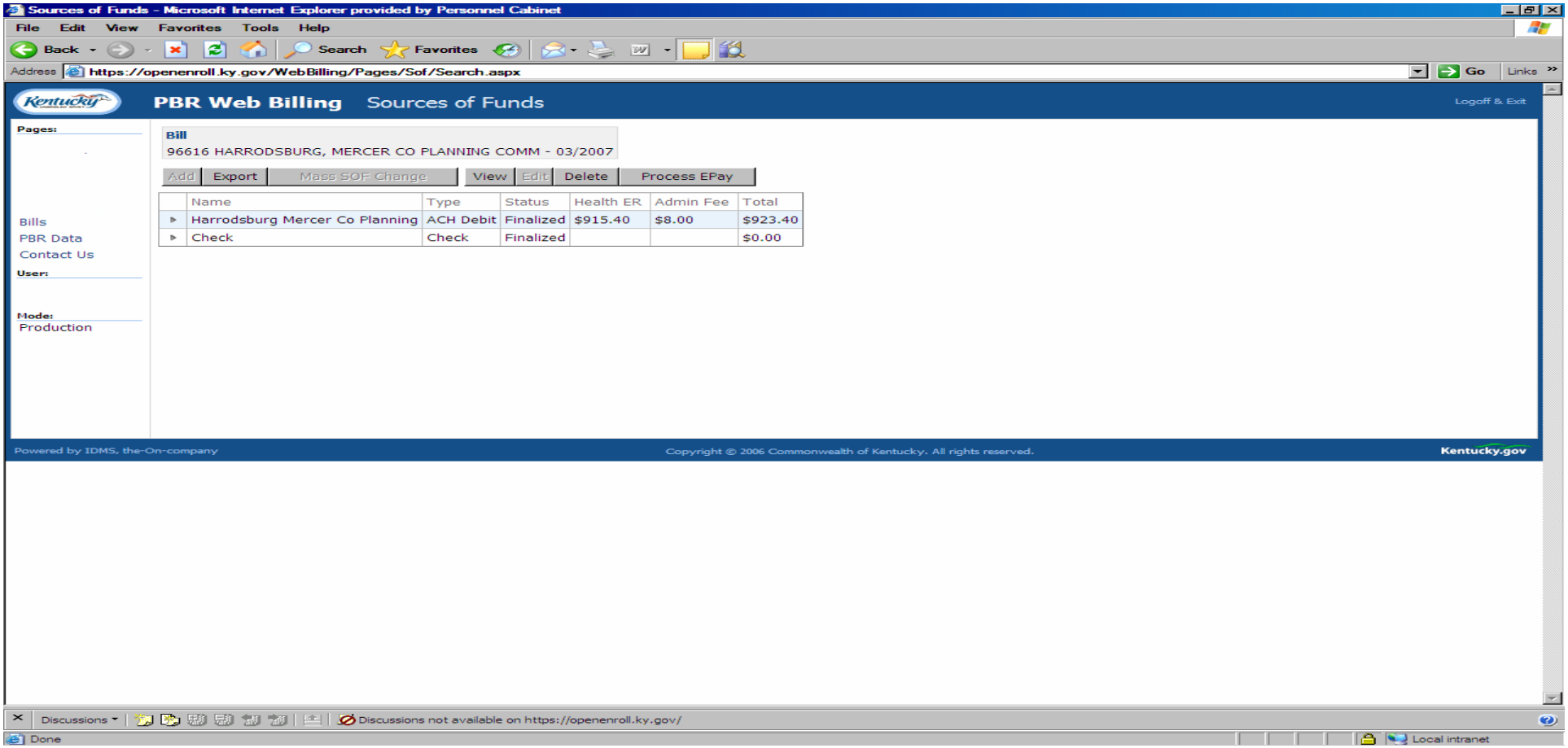
Agencies submitting checks or initiating an ACH transfer on your end, your transactions are complete. Upon FMB's receipt of your checks, your payment will be posted.

Agencies that are doing an ACH transaction have an additional step to finalize payment.

Select your **Bill**, and then select **SOF's**.



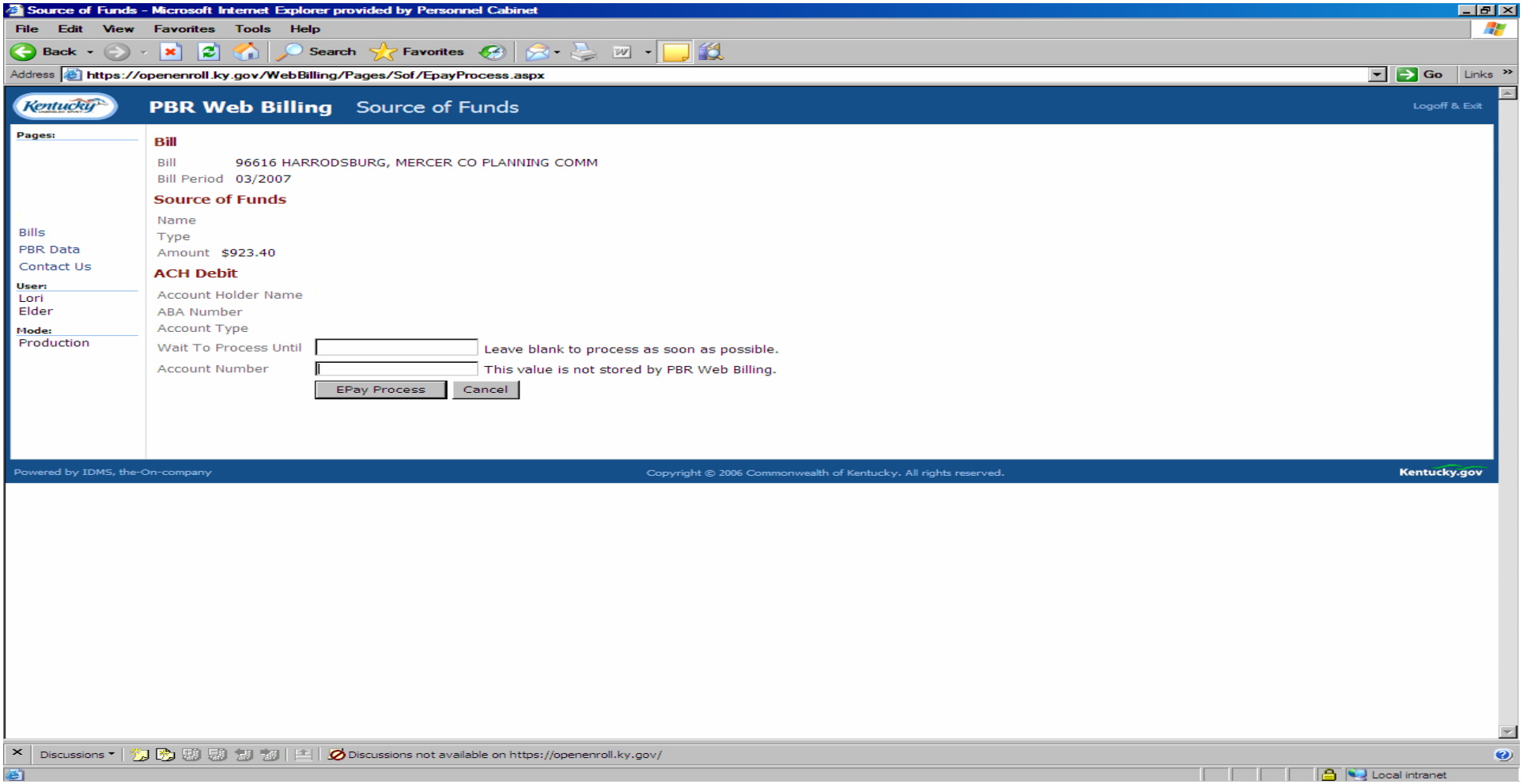
When the **SOF's** screen is prompted, select your **ACH debit type**, **Process Epay**.



The **Source of Funds** screen is where you will enter the date you would like the funds to be withdrawn from your account and the account number from which to pull the funds. The account numbers will not be stored. Our system will store the **ABA Number**, the **Account Name** and if it is a checking or savings account.

Once you have entered the information, select **Epay Process**.

Your billing process is completed.



FSA BILLING

The FSA billing will be occurring twice a month on the Web Billing. The first billing will be on the 2nd of each month and will cover amounts due from the 1st to the 15th. This billing will need to be closed and finalized by the 15th. The second billing will be on the 17th of each month and will cover amounts due from the 16th to the end of the month. This billing will need to be closed and finalized by the last day of the month.

Please remember that FSA amounts are withdrawn and due for the current month. They **must** be paid on 12 or 24 annual payments.

The FSA billing is like the Health billing. The instructions for FSA billing are the same as for the health with the exception of 2 button options that apply for FSA. Since FSA billings are twice a month and some companies pay the FSA only once a month, the 2 buttons will accommodate this.

The 2 button options are an Amt x 2 button and a Don't pay button. These 2 buttons can only be used by the Financial Officer.

Example 1:

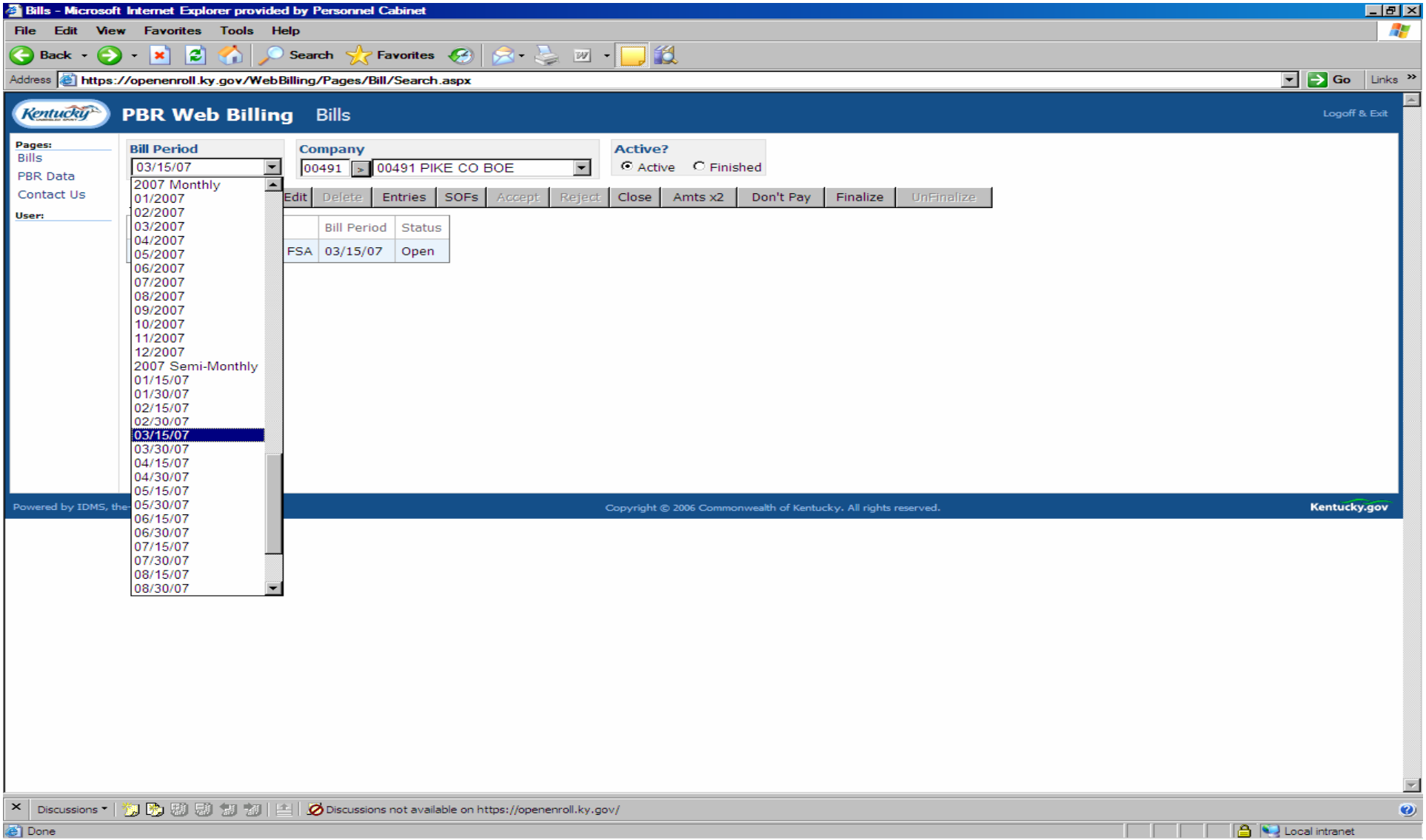
Company 00001 pays the FSA bill once a month on the 27th. This company will need to use the bill dated the 17th to pay for the month. For the 2nd billing, this Financial officer would need to log in and select the don't pay button for this bill. This will cause the bill to be a zero balance and on the 17th bill, will bill for the 2nd amounts as well as the 17th amounts. The FO would need to have done this by the 15th on the month.

Example 2:

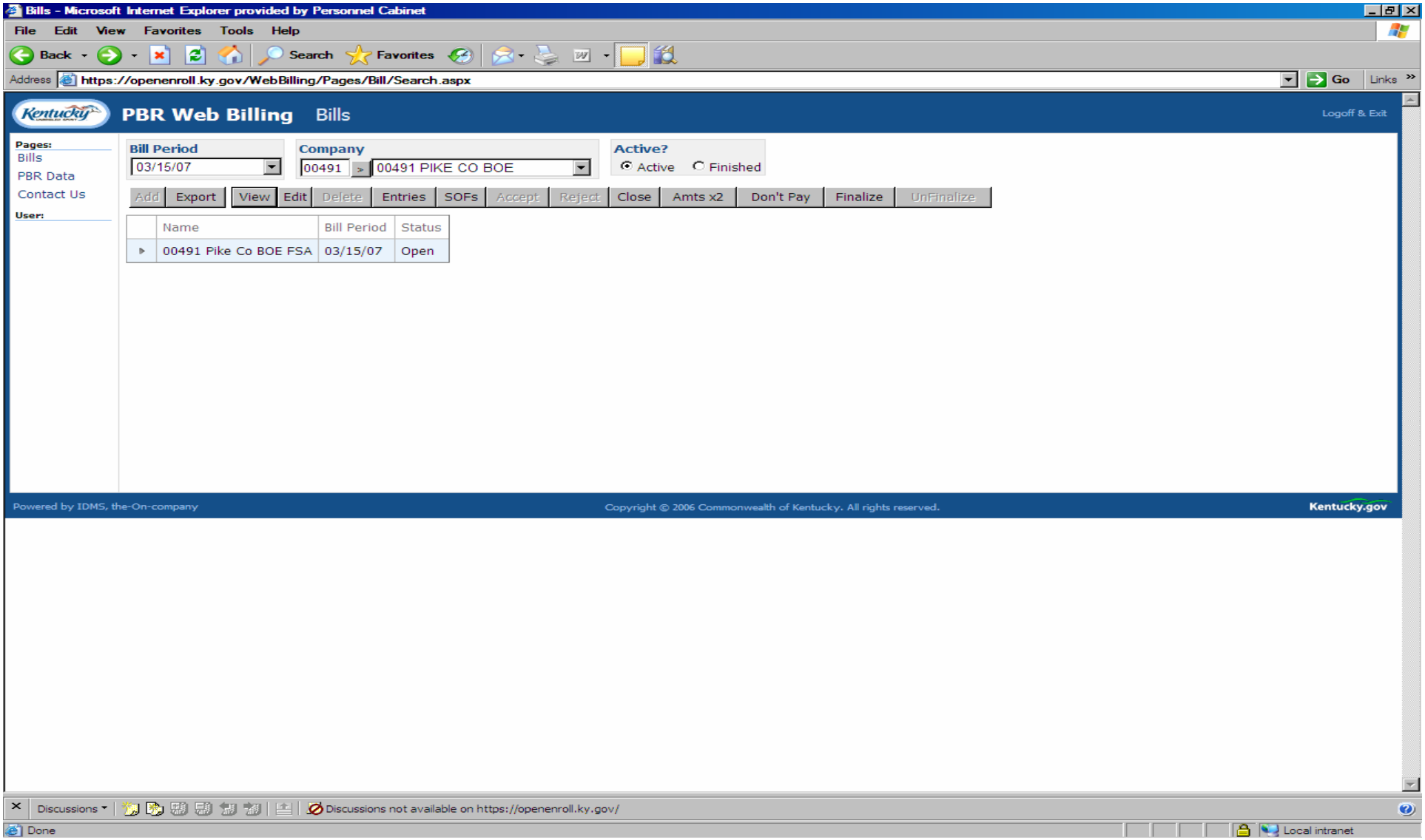
Company 2 pays the FSA bill once a month on the 7th. This company will need to use the bill dated the 2nd to pay for the month. For the 2nd billing, this financial officer would need to log in and select Amt x 2 pay button for this bill. This will cause the bill to be doubled and on the 17th bill, it will only show the discrepancies for the year. The FO would need to have done this and the bill closed and finalized by the 15th on the month.

SELECT FSA BILLING:

To select the FSA bill, click the drop down arrow in the **Bill Period** box. Scroll down to the 2007 semi monthly or select the bill period bill you would like to work with.

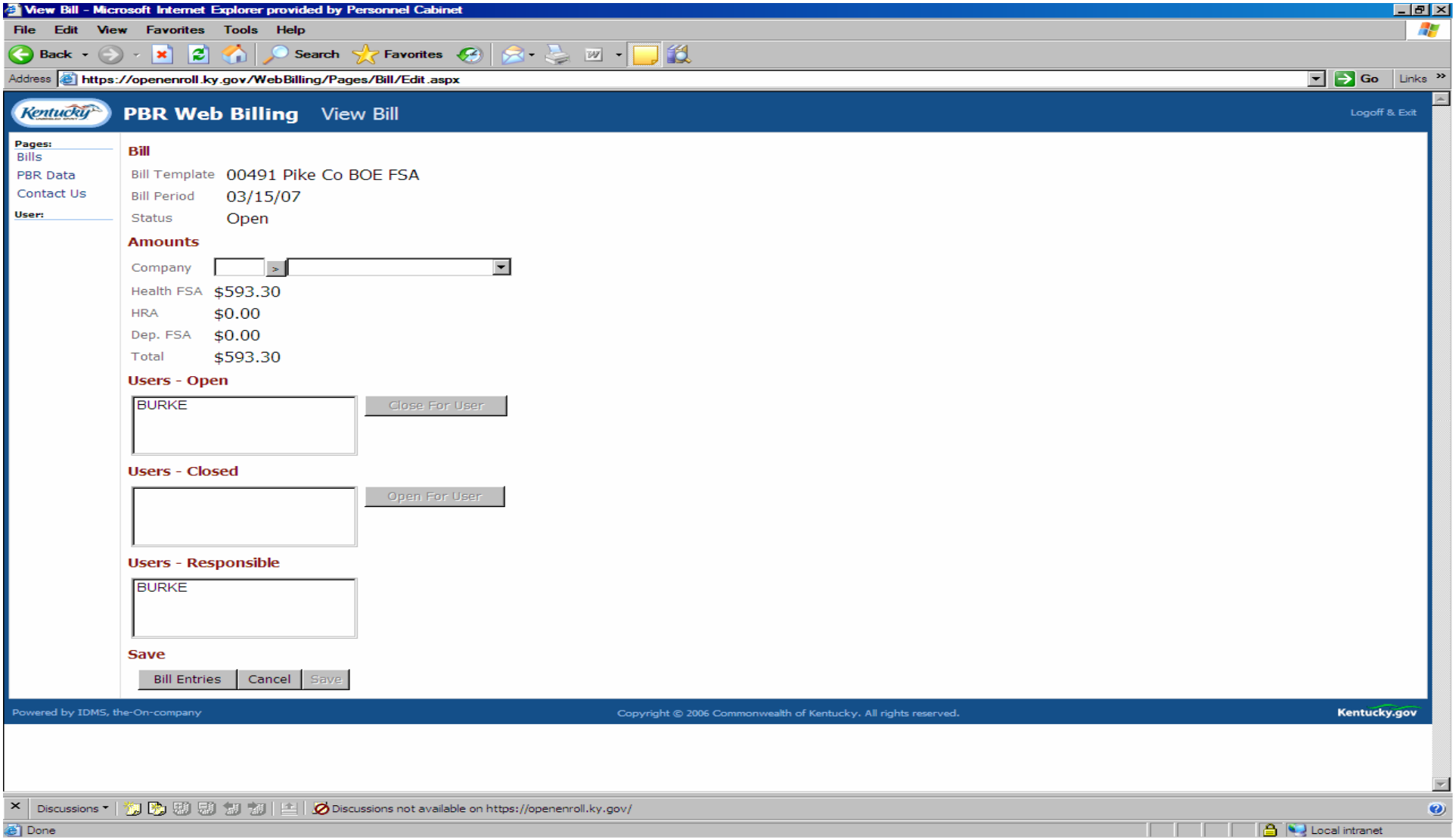


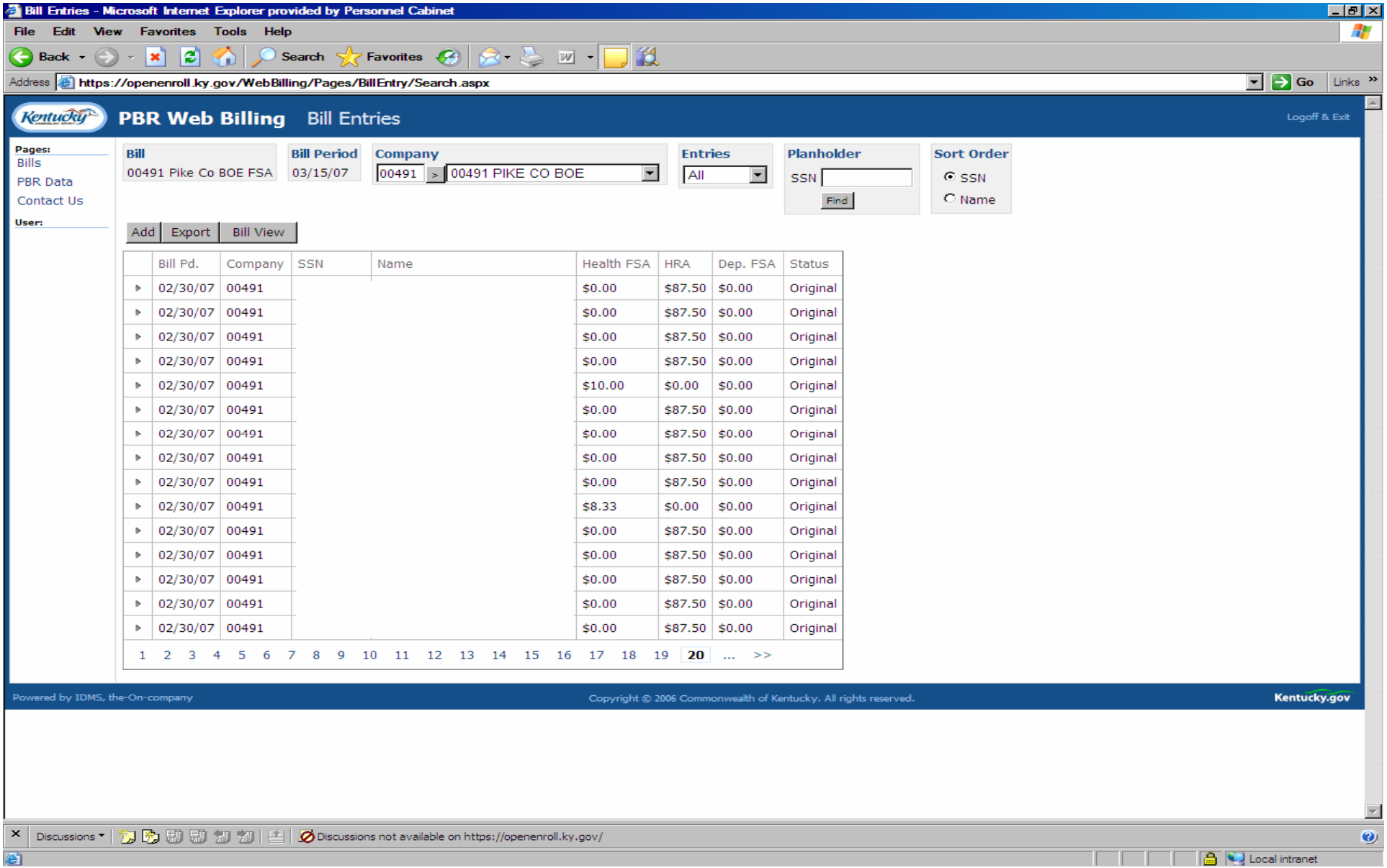
Select the FSA bill you need to work.



SELECT AMOUNT X 2:

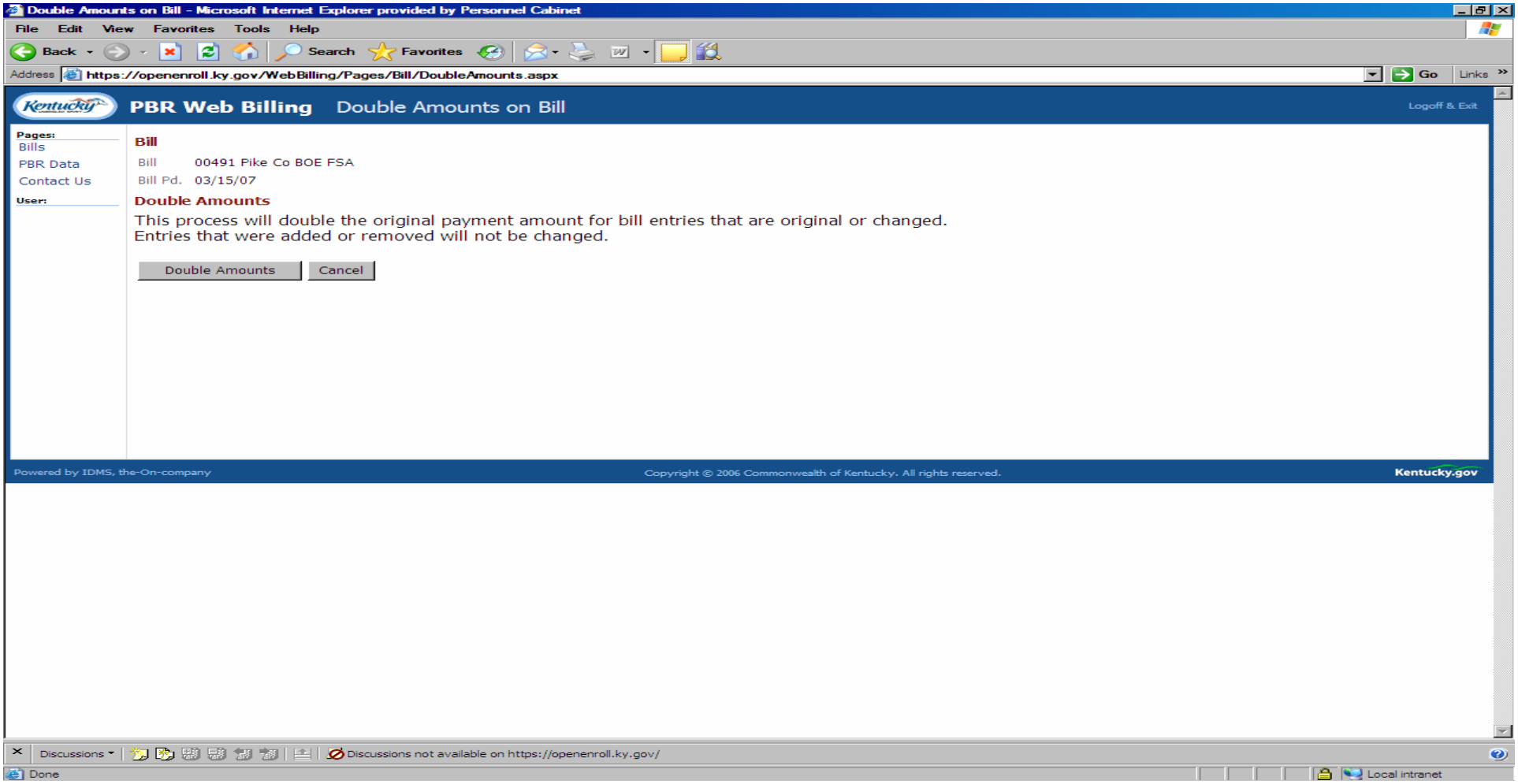
You may want to view your totals and the entries before you select **Amt x 2** or **Don't pay**. This way you can make sure your totals are adjusting correctly and your entries also get adjusted.





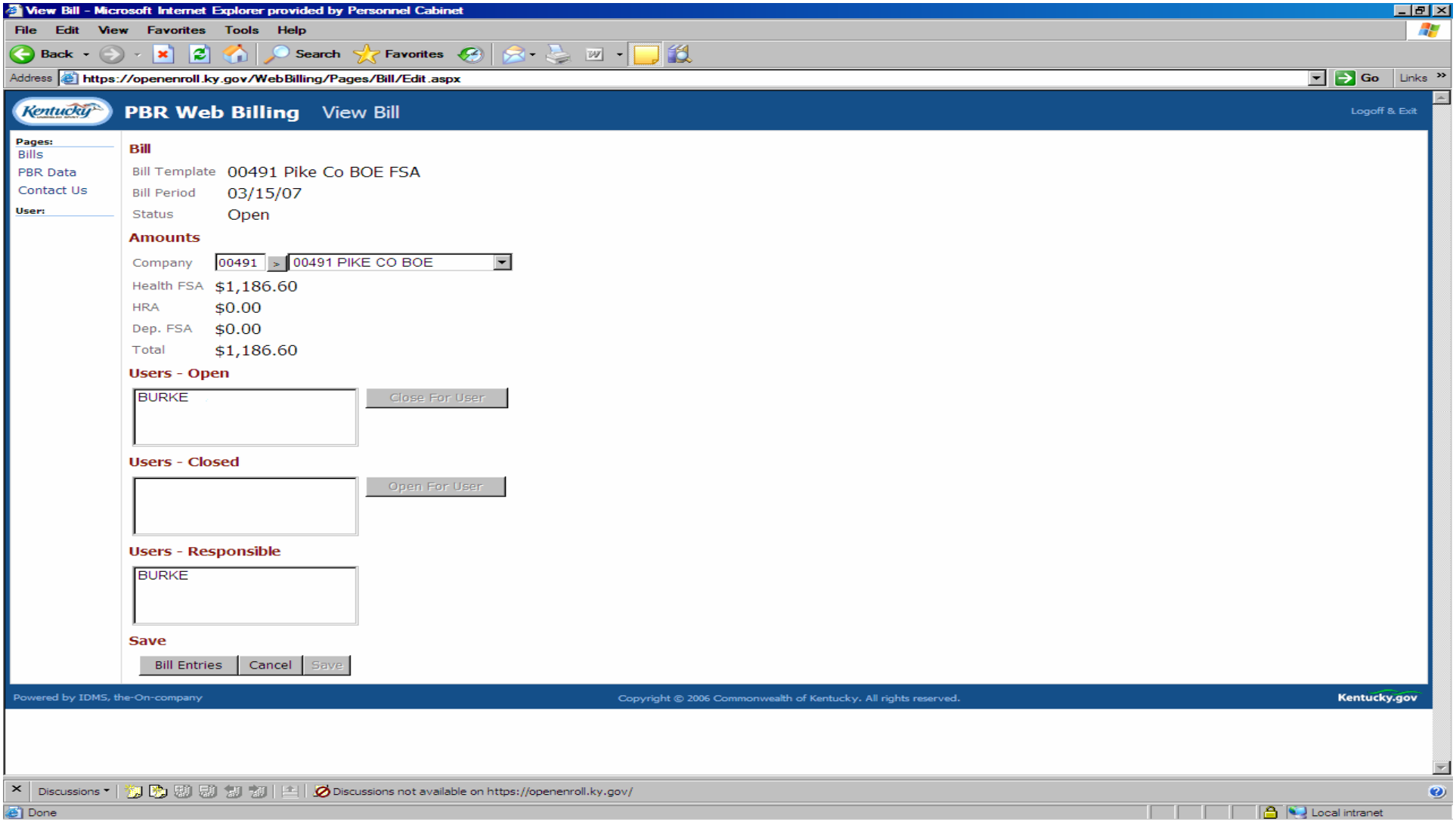
Once you have viewed and/or printed out the original entries, you can now select the **Amt x 2** button.

This screen indicates what items will change by selecting the **Amt x 2** button. It will change all original amounts and changed amounts. If you have added or removed someone from the bill, those will not be affected. If those individuals do need to be changed, you will need to edit there entries manually.

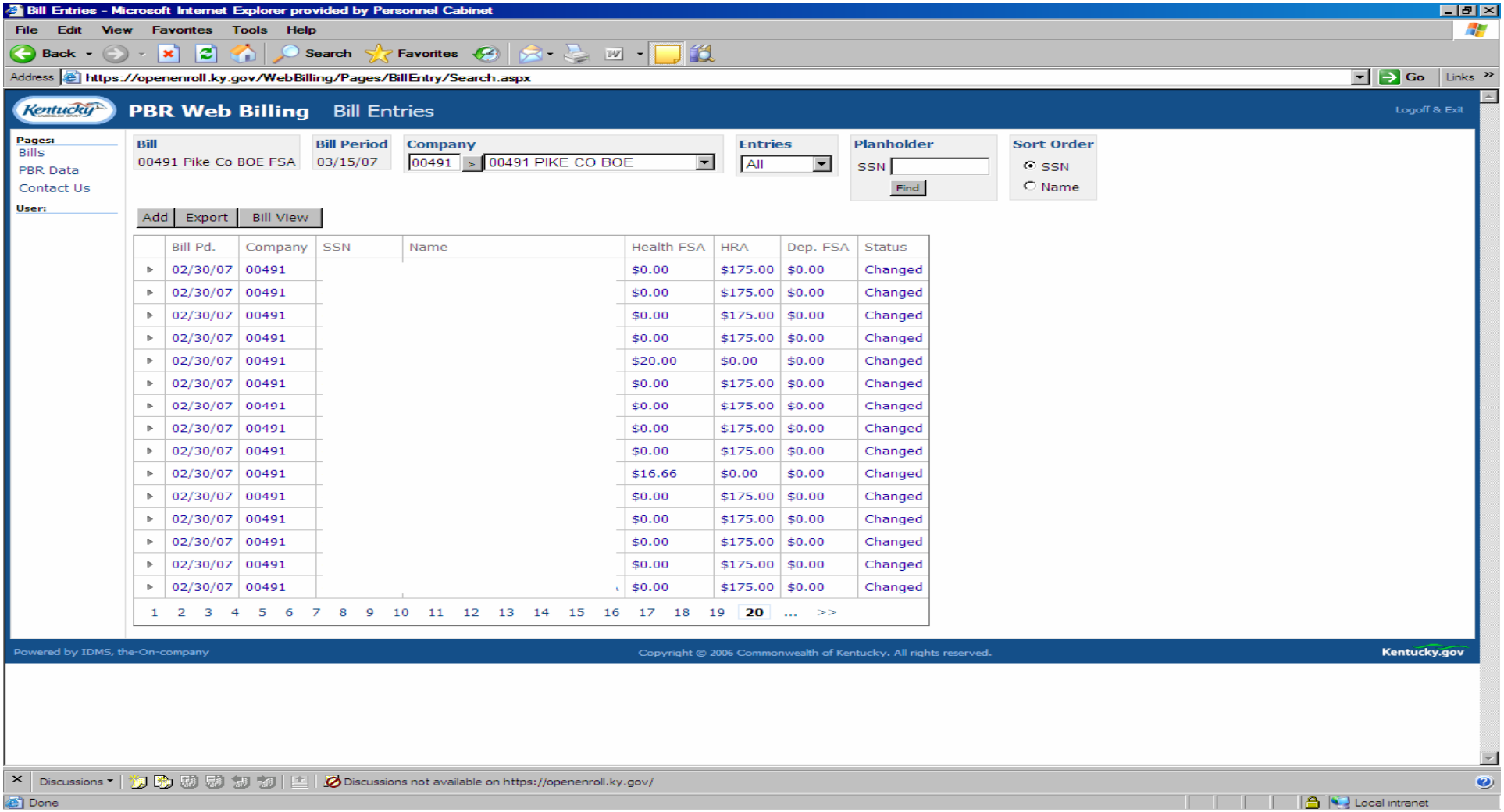


Select **Double Amounts** if you wish to continue or **Cancel** if you choose not to double the amounts.

This screen displays the doubled amounts.



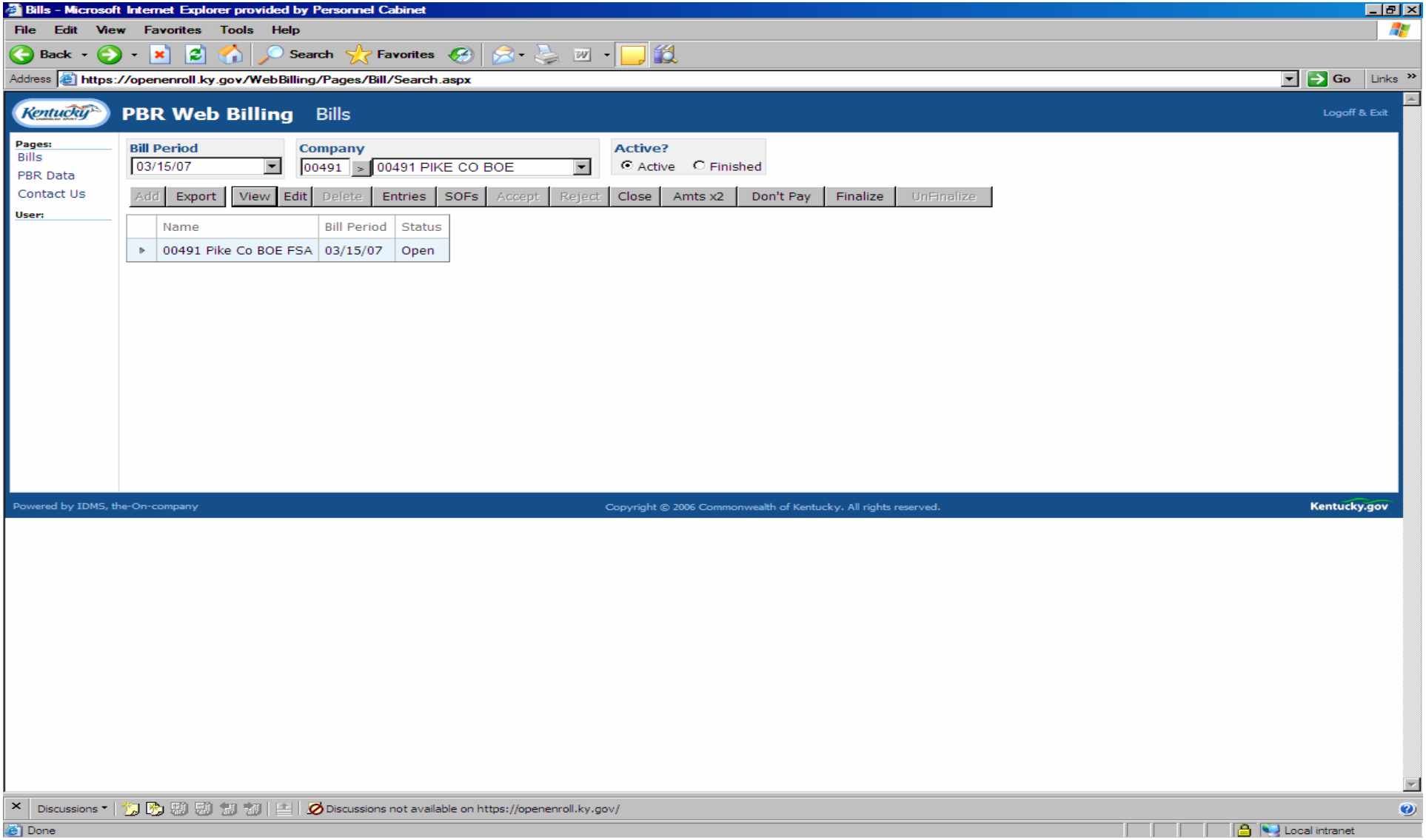
This screen displays the status of the items have all been updated to say **Changed**.

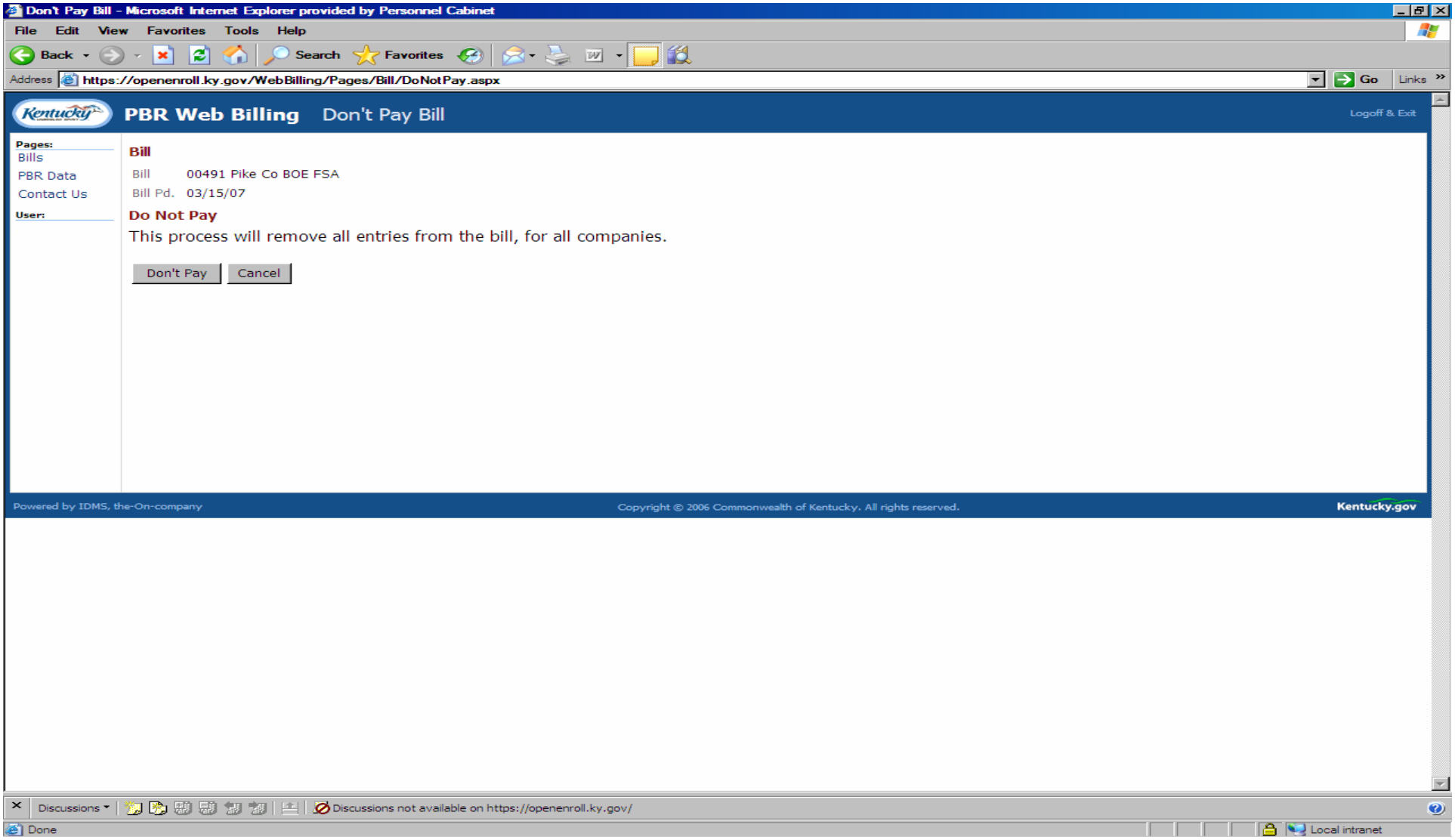


You can process as you would normally at this point.

SELECT DON'T PAY:

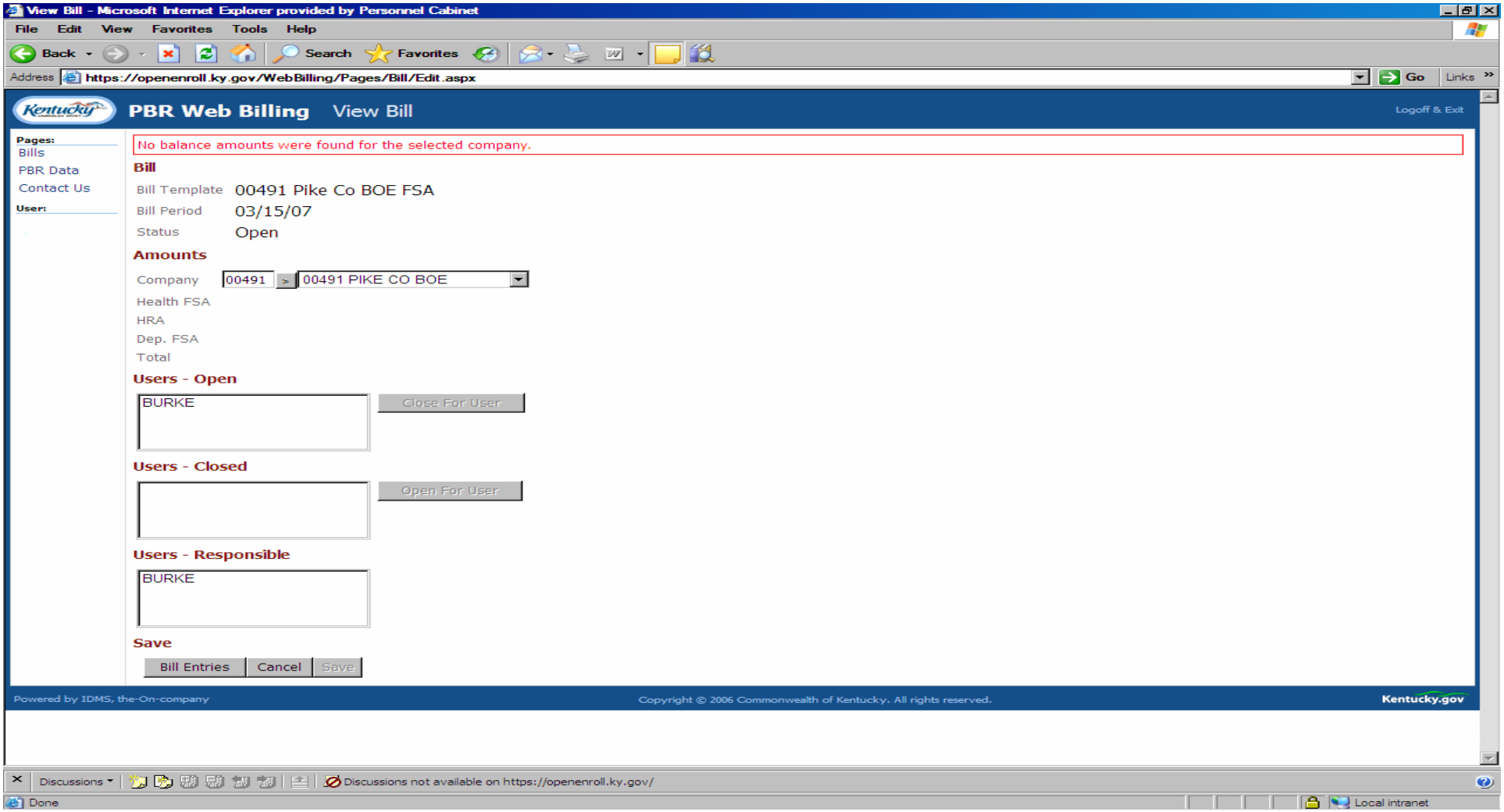
See Pages 57- 60 for the way to select the bill and how to get to the point of where you are ready to select Don't Pay.



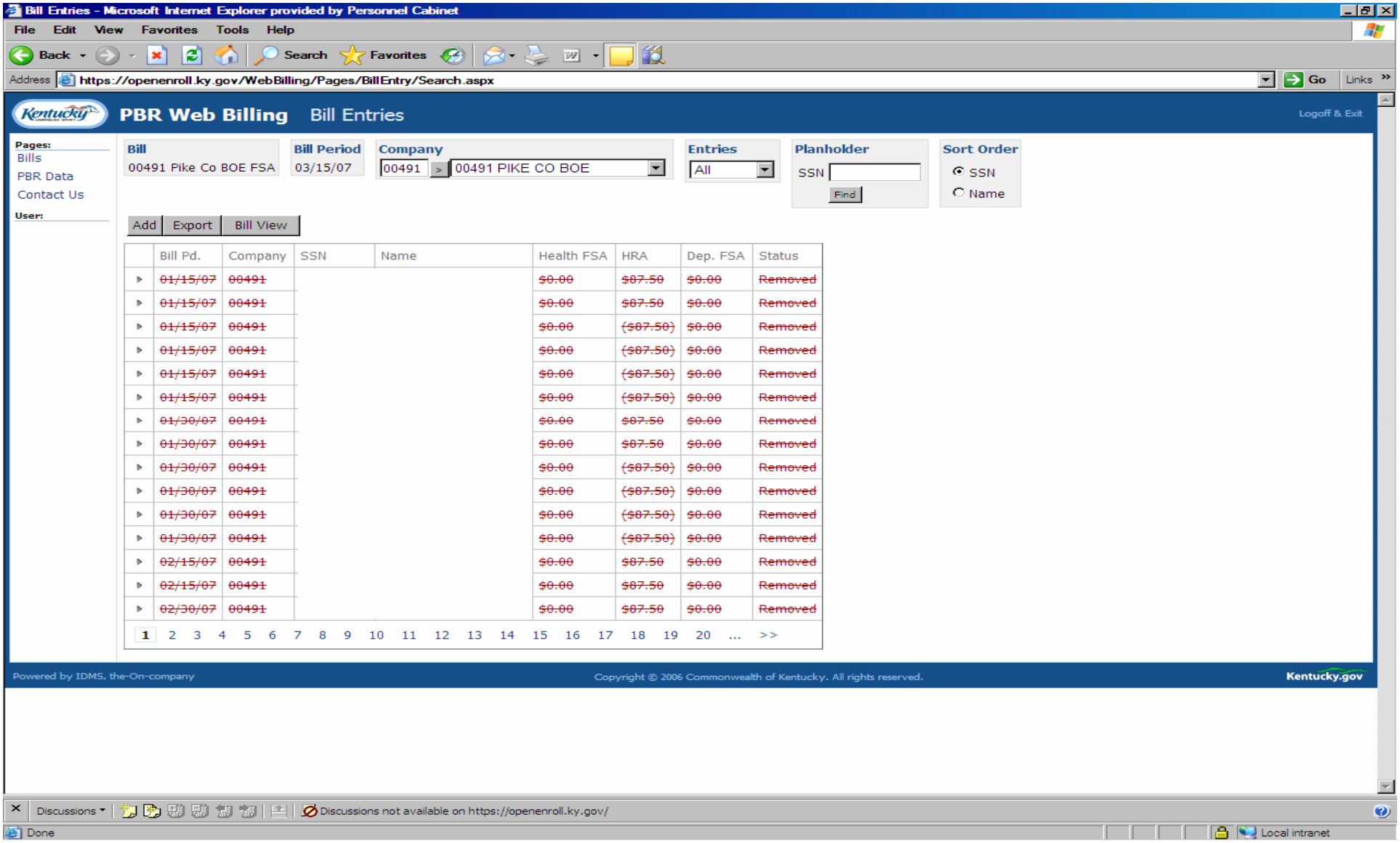


Select **<u>Don't Pay</u>**.

This screen displays the balance is zero.

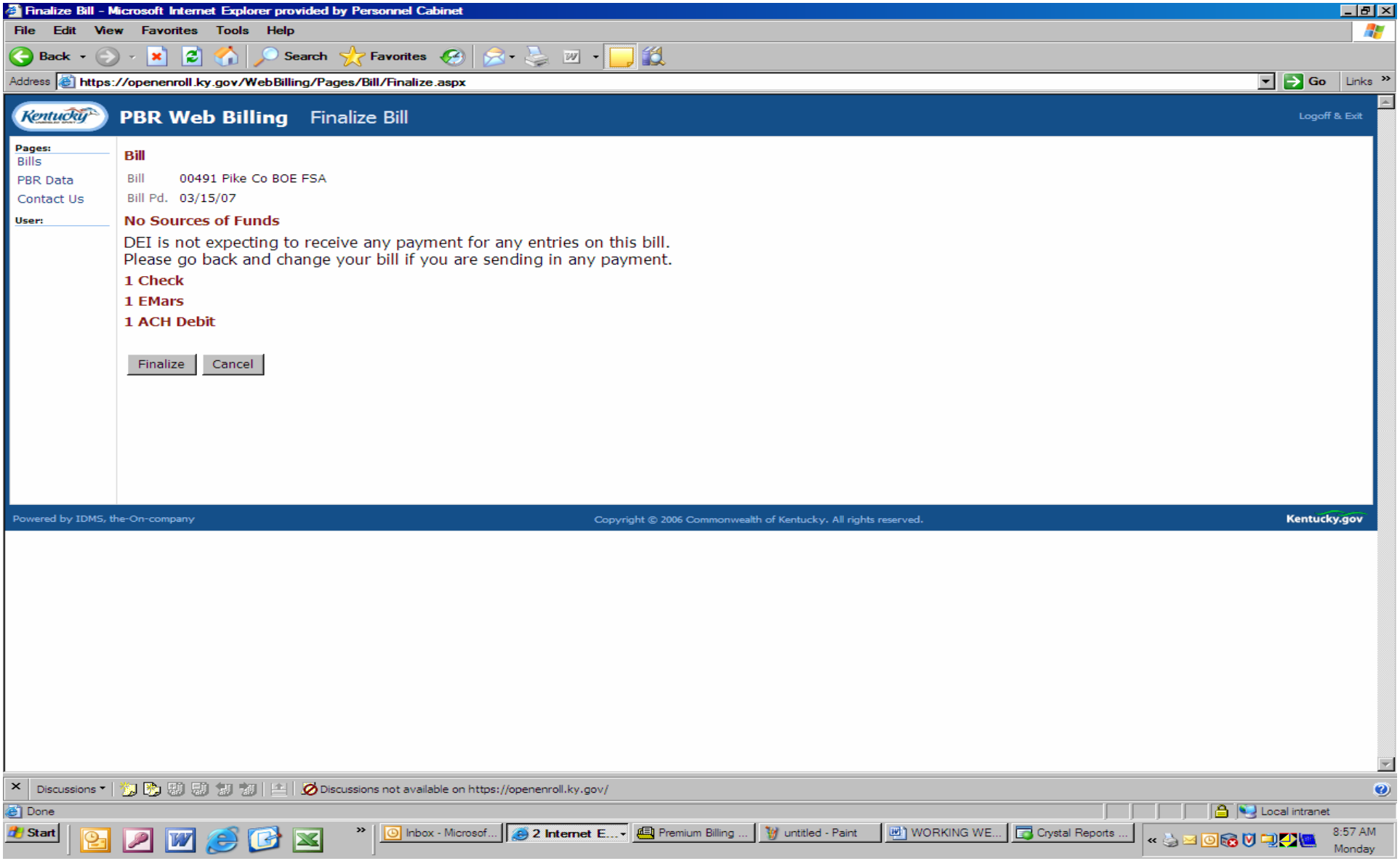


This screen displays the status of the items have all been updated to say **Removed**.



You can process as you normally would at this point.

This is the **Finalize** Screen. The message will indicate that you will not be sending a payment for this bill.



Select **Finalize.**

PBR DATA

PBR data allows you to view your policies holders, transactions, plan holder balances, company balances and kick outs. You can export all below options by selecting export on that view.

Policyholders – This will show all policy holders that are currently active policy holders and those that were in our system effect 07/01/2005. It will also list the termed policy holders.

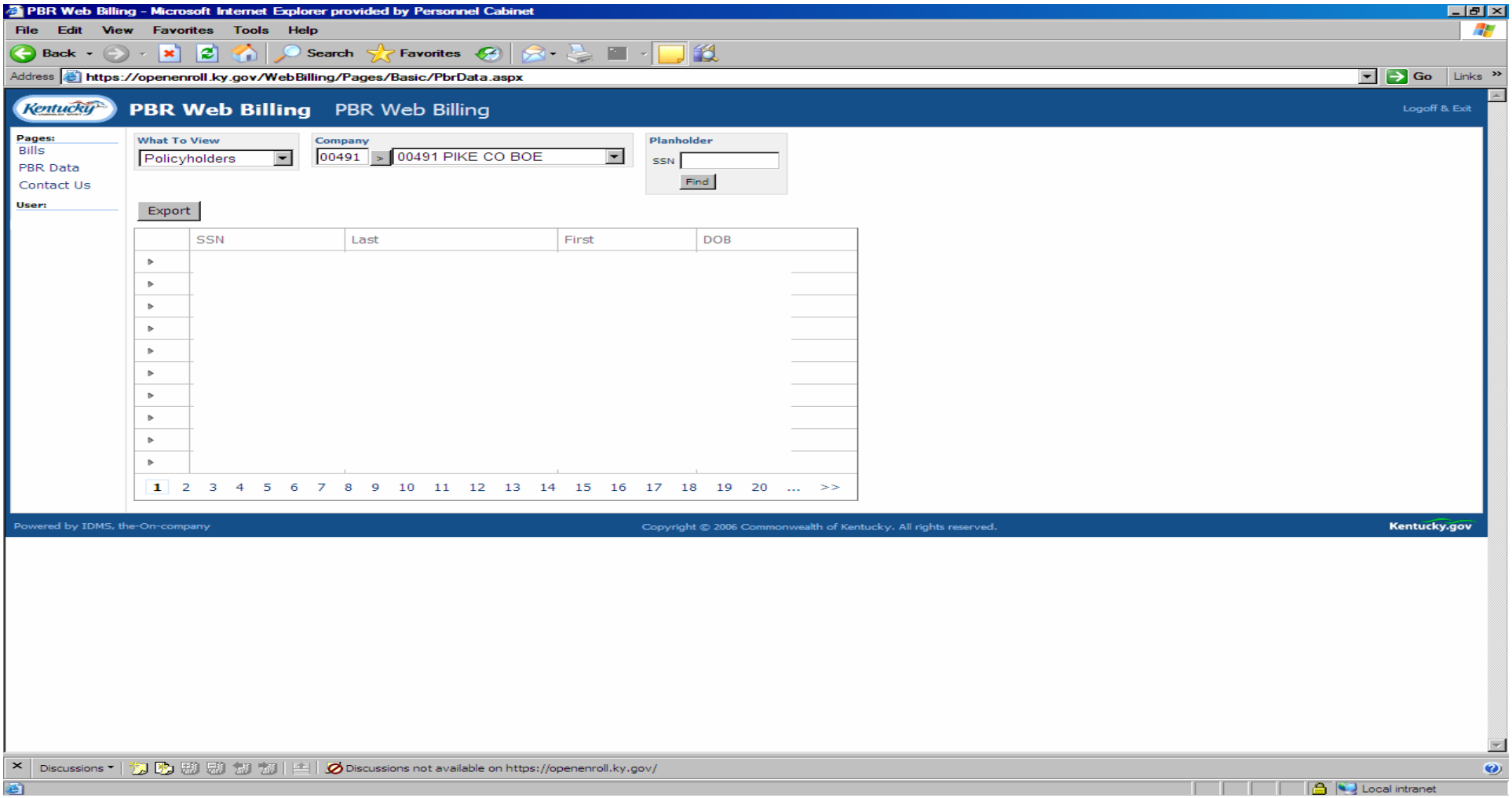
Transactions – This will allow you to view the bills and the payments for the policy holders.

Planholder balances - This will allow to see if the plan holder is fully paid or in arrears for any month.

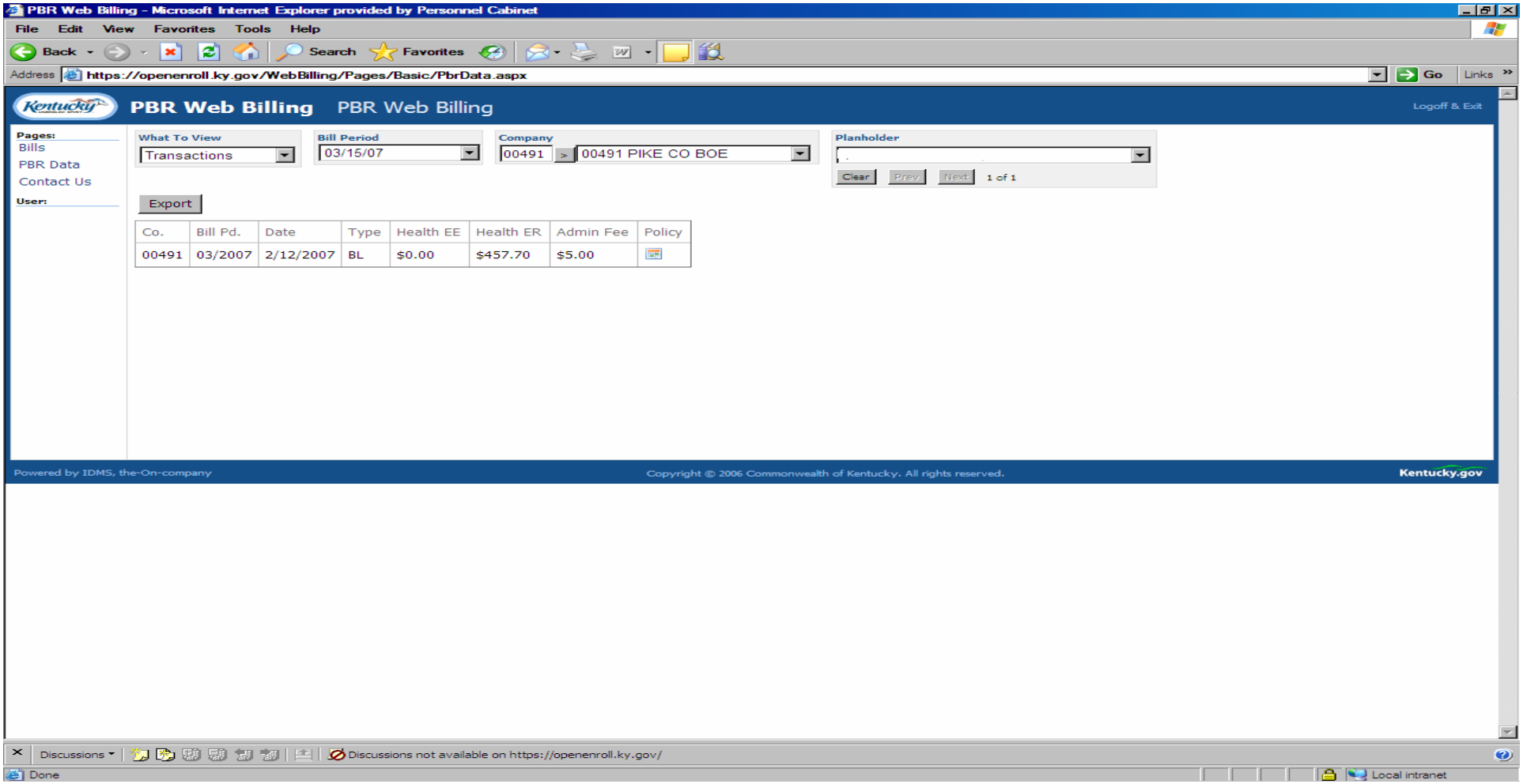
Company balances – This screen will show which months the whole company has discrepancies.

Kick Outs – This will show if the company has any money that still needs to be posted. Kick outs will occur when you have paid for a new employee but we do not show them in our system or paid under an incorrect SSN.

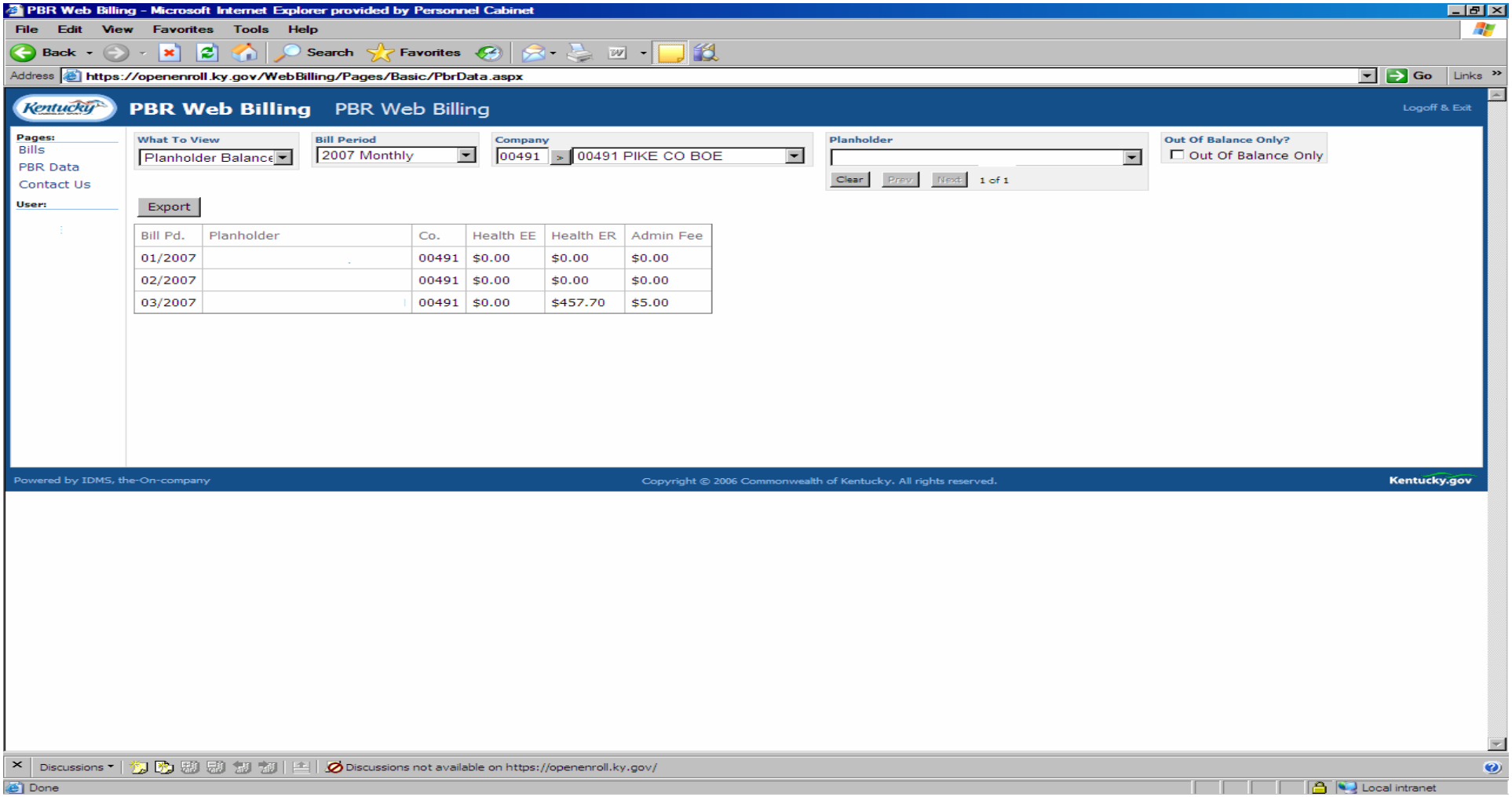
The Policyholders option will list all the policyholders with in your company. It will show the **SSN**, **Last Name**, **First Name**, and the **Date of birth**. You can select the > before the person you would like to view and it will take you to the transactions for that person.



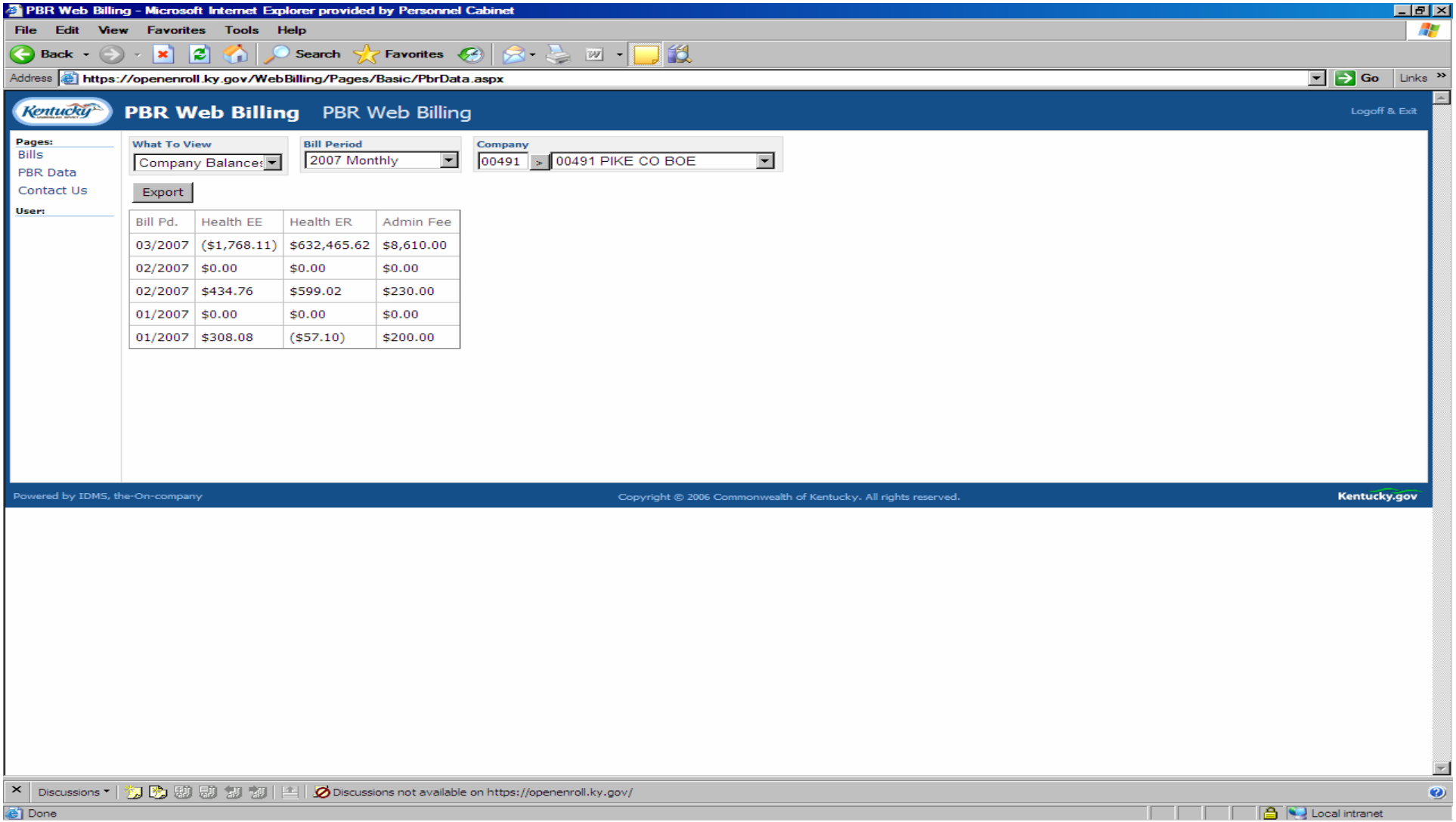
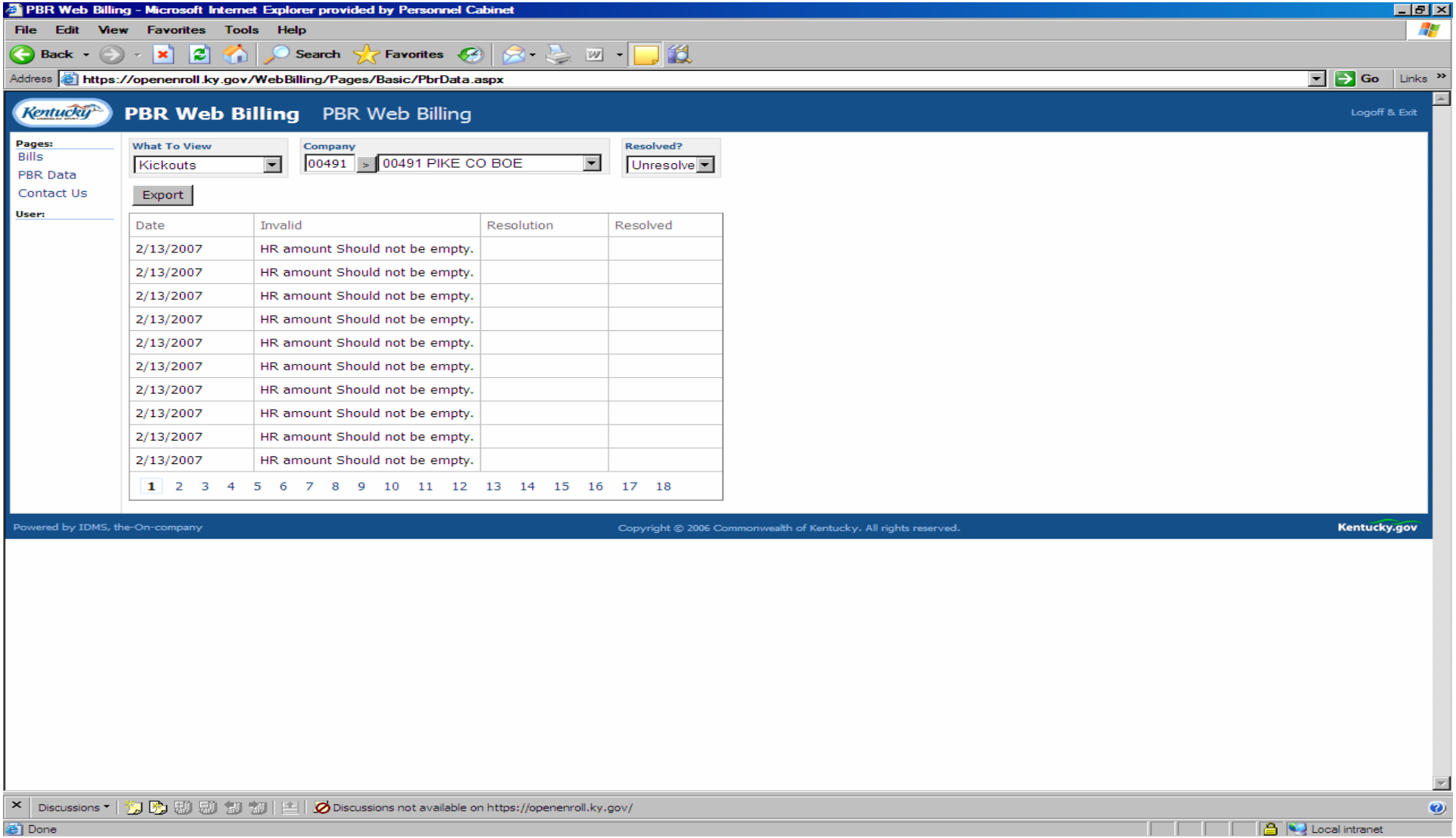
This is the **Transactions** screen. It will display the **company number**, **bill period**, the **date the transaction occurred**, what **type of transaction** it is and the **amount types**. If you would like to view the transactions for the year, select the bill period drop down box and select what time frame you would like to view.



This is the planholder balances screen. You can select an individual and see what month/s he/she is out of balance. Located on the right of the screen, select the check box **Out of Balance Only** if you want to display the out of balance months.



This is the **Company Balances** screen. It will list the amount for each bill period. If the month is in balance it will show zeros.



This is the **Kick Out** screen. If your company has any money that needs to be posted it would show on this screen. In the **Invalid Reason** column, it will display the SSN that the money should have been applied to.